Video Interview Invitation

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We are excited to move forward with your application for the [Position Title] at [Company Name]. As the next step in our hiring process, we would like to invite you to a video interview. This will provide us with the opportunity to learn more about you and your qualifications.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Platform: [Video Interview Platform, e.g., Zoom, Microsoft Teams]

Meeting Link: [Video Interview Link]

Please ensure you have a stable internet connection and a quiet, well-lit environment for the interview.

If the provided time is inconvenient, please let us know at your earliest convenience, and we can discuss an alternative time. Should you have any questions or concerns, feel free to contact us at [Contact Email] or [Contact Phone Number].

We look forward to connecting with you virtually.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Email]

[Contact Phone Number]