

Formal Interview Invitation Letter

Subject: Interview Invitation for [Position Name]

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Position Name] at [Company Name].

The interview will take place on [Date] at [Time] at our [Location/Office]. Please bring your updated resume, identification, and any supporting documents you may have.

Kindly confirm your attendance by replying to this email. We look forward to meeting you.

Sincerely,

[Your Name]

[Position]

[Company Name]

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