Job Interview Invitation

[Your Company Logo]

[Your Company Name]

[Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP]

Dear [Applicant's Name],

We are pleased to invite you for an interview for the [Job Position] at [Your Company Name]. Your application stood out to us, and we would like to learn more about your qualifications and experience.

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Venue]

Please confirm your attendance by [RSVP Date] so that we can make necessary arrangements. If you have any questions or concerns, feel free to reach out to us at [Email Address] or [Phone Number].

We look forward to meeting you and discussing your potential contribution to our team.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]