

Formal corporate job interview invitation letter

Subject: Invitation to Interview for [Position]

Dear [Candidate Name],

We are pleased to inform you that your application for the position of [Position] at [Company Name] has been shortlisted.

We would like to invite you for an interview on [Date] at [Time], which will be conducted at [Location].

Please bring a copy of your resume, identification, and any relevant certificates.

Kindly confirm your availability by replying to this email at your earliest convenience.

Sincerely,

[HR Manager Name]

[Company Name]

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