

Provisional job interview invitation

Subject: Provisional Interview Invitation “ [Position]

Dear [Candidate Name],

We are pleased to inform you that your application for [Position] has progressed to the interview stage.

We tentatively schedule your interview on [Proposed Date] at [Time]. Kindly confirm if this time is convenient, so we may finalize the schedule.

Thank you for your interest in [Company Name].

Best regards,

[HR Manager Name]

[Company Name]

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