

Virtual job interview invitation letter

Subject: Online Interview Invitation “ [Position]

Dear [Candidate Name],

We are delighted to invite you to an online interview for the position of [Position] at [Company Name].

The interview is scheduled for [Date] at [Time] via [Zoom / Teams / Google Meet]. A meeting link and instructions will be sent upon confirmation.

Kindly confirm your availability at your earliest convenience.

Best regards,

[HR Name]

[Company Name]

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