

Subject: Interview Invitation: [Job Title] - [Candidate Name]

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Company Name].

After reviewing your application, we are pleased to invite you for an in-person interview at our office. This will be an opportunity for us to learn more about your experience and for you to meet the team.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address/Suite Number]
- **Interviewer(s):** [Name and Job Title of Interviewers]

**Arrival Instructions:**

[Insert instructions regarding parking, security check-in, or which entrance to use].

Please confirm your availability for this time slot by replying to this email or calling [Phone Number] by [Date/Time]. If you are unable to make this time, please let us know as soon as possible to reschedule.

We look forward to meeting you.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]