

Subject: Interview Invitation: [Job Title] Role at [Company Name]

Dear [Candidate Name],

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

We were impressed with your background and would like to invite you to our office for an in-person interview. This will be an opportunity for us to discuss the role in more detail and for you to meet the team.

Interview Details:

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

Please confirm if this time works for you by [Deadline Date/Time]. If you are unavailable, please let us know your availability for the following dates: [Insert Alternative Dates].

When you arrive, please check in at the reception desk and ask for [Contact Person].

We look forward to meeting you.

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]