

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Invitation for Career Resumption Discussion and Interview

Dear [Candidate Name],

Thank you for expressing interest in returning to the workforce and applying for the [Job Title] position at [Company Name]. We value the diverse experiences and skills that professionals returning from a career break bring to our team.

We would like to invite you to a formal discussion and interview to learn more about your background and to discuss how your previous expertise aligns with our current goals. This will also be an opportunity for us to discuss any support or transition programs we offer for career returners.

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Platform:** [Physical Address or Virtual Meeting Link]
- **Interviewer(s):** [Name and Title of Interviewers]

Please confirm your availability for this slot by replying to this email or contacting [Contact Name] at [Phone Number/Email] by [Deadline Date]. If the proposed time does not work for you, please let us know so we can reschedule.

We look forward to meeting with you and discussing your return to your professional career.

Best regards,

[Your Name]

[Your Title]

[Company Name]