

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Company Name]. We were impressed with your background and are specifically interested in your previous experience as you look to re-enter the workforce.

We would like to invite you to an interview to discuss how your skills align with our current team and how we can support your transition back into a professional role.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address / Online Meeting Link]
- **Interviewer:** [Interviewer Name and Title]

During this meeting, we will discuss the responsibilities of the role, our company culture, and any specific questions you may have regarding our re-entry support or onboarding process.

Please confirm your availability for this time by [Deadline Date/Time] by replying to this email or calling [Phone Number]. If this time does not work for you, please let us know so we can reschedule.

We look forward to meeting with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]