To,

[Applicant’s Name],

[Applicant’s Address],

[Date],

Subject: Letter of Invitation for Job Interview

Dear Sir/ Madam,

We have received your application for the job post of [state Job Post] at [Company Name]. Thanks a lot for showing your interest in our organization.

I am writing to inform you that we have short-listed your name for a job interview to discuss the position with you. This job interview will be conducted on [mention Day and Date] at [mention Time] at our office.

If due to some reasons, you will be unavailable at the said date and day, make sure to let us know by reaching out to us through contact details mentioned below.

Best Regards,

[Sender’s Name]  
[Sender’s Designation]  
[Company Name]

[Company Office Address]  
[Company Email Address]  
[Company Contact Number]