TEMPLATE: INTERVIEW INVITATION EMAIL

Email Subject Line: [Company Name] Interview Availability

Hi [First Name],

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

After reviewing your application, we are excited to move forward with the interview process.

We would like to schedule a [Interview Format] with [Interviewer], [Interviewer Job Title] at [Company Name]. The interview will last approximately [Length of Interview].

Are you available on [Day, Date] at [Time, Time Zone]?

Please reply directly to this email and let me know if you are available at that time.

Best,

[Your Name]

[Your Email Signature]