

Scheduling Interview Email Template

Subject line: Invitation for interview at [Company Name] / Interview with [Company Name] for the position of [Job Title]

Hi [Candidate Name] / Dear [Candidate Name],

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

Your application for this position stood out to us and we would like to invite you for an interview at our office to get to know you better!

Once you reach our office, you will be meeting the [Department Name] department manager [Manager Name]. The interview will last about [Duration] and you'll have the chance to discuss the position, its responsibilities and compensation as well as learn more about our company.

Kindly bring some copies of your resume and ID proof along with all the relevant documents.

Please note that [insert a line about the dress code to be followed].

Would you be available on [date & time, OR, a range of dates & times]?

Looking forward to hearing from you at the earliest.

Kind regards,

[Your name]

[Signature]