

# Interview Schedule Email

Subject Line: Interview invitation with [Insert Company Name] for the [Insert Title] position.

Dear [Insert Candidate Name],

Thank you for your interest in [Insert Company Name]. We would like to invite you into our office to discuss this opportunity further.

Our [Insert Department Name] Department Manager, [Insert Manager Name] will interview you for the position. Please allow about [Insert Minute Estimate] minutes for this meeting, so you'll have ample time to discuss the [Insert Title] position and learn more about our company.

*(If applicable: Add a line about what the candidate should bring with them: Resume, portfolio, ID, etc.)*

Are you available on [Insert Date/Time or Multiple Date/Time Options]?

We look forward to hearing back from you soon.

Kind Regards,

[Insert Signature]

[Insert Your Name]

[Insert Your Title]