

Email Subject: Interview Request for [POSITION TITLE] at [COMPANY NAME]

Hi [FIRST NAME],

Thank you for applying for [POSITION TITLE] at [COMPANY NAME]. We've reviewed your application/resume and would like to schedule an interview.

Interviews will be conducted [IN PERSON, BY PHONE, BY VIDEO] on [LIST DATES/TIMES]. Please provide at least two dates and times you would be available. {ALTERNATE LANGUAGE} [Click here to schedule your interview](#) [ADD A LINK TO A SCHEDULER].

Please reply as soon as you can to let me know. If these dates/times do not work for you, please provide at least two alternatives.

Thank you,

[YOUR NAME]
[TITLE]
[COMPANY NAME]
[EMAIL ADDRESS]
[COMPANY WEBSITE]