Subject line: Invitation to interview - [*Company\_name*] / Interview with [*Company\_name*] for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

Thank you for applying to [*Company\_name*].

Your application for the [*Job\_title*] position stood out to us and we would like to invite you for an interview at our office[s] to get to know you a bit better.

You will meet with the [*Department\_name*] department manager [*optional - Manager\_name*]. The interview will last about [*X*] minutes and you’ll have the chance to discuss the [*Job\_title*] position and learn more about our company. *[If applicable: Insert information about what the candidate might need to bring with them e.g. ID to pass from the security/reception, resume or portfolio*.]

Would you be available on [*date and time - or, range of dates/times*]?

Looking forward to hearing from you,

All the best / Kind regards,

[*Your name*]

[*Signature*]