**Interview availability email template**

**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 offices / via phone / via Skype*] to discuss the role and get to know you a bit better.

You will meet with [*Department\_name*] department manager [*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, let candidates know what they might need to bring to the interview, like an ID to get past security/reception, a resume or a portfolio.*]

Please let me know which of the following options you prefer. I will send you a calendar invitation once I receive your reply.

* [*Monday 6/1, 3 p.m.*]
* [*Tuesday 6/2, 11 a.m.*]
* [*Tuesday 6/2, 2 p.m.*]

If none of these time slots work for you, please let me know of your availability next week, so we can find a convenient time.

Looking forward to hearing from you,

All the best / Kind regards,

[*Your name*]

[*Signature*]