

Email Subject: (COMPANY NAME) Interview Request

Hi (FIRST NAME),

Thank you for applying to (POSITION TITLE) with (COMPANY NAME). We've reviewed your application and would like to schedule an interview.

This first interview will be (PHONE CALL/VIDEO CALL/IN PERSON). You will interview with (INTERVIEW'S NAME AND TITLE).

Are you available on (DATE) at (TIME AND TIME ZONE)?

Please reply as soon as you can to let me know. If that date and time does not work for you, please provide at least two alternatives.

Thank you.

(YOUR NAME AND TITLE)