

Friendly Interview Appointment Email

Subject: Let's Chat About the [Position Title] Role!

Hi [Candidate's First Name],

We were impressed with your application and would love to invite you for an interview! This will be an informal conversation where we'll discuss your experience and what it's like working with us.

Here are the details:

Date: [Date]

Time: [Time]

Location/Platform: [Venue or Online Link]

Please confirm if this works for you. We're excited to learn more about you.

Cheers,

[Your Name]

[Your Position]

[Company Name]

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