

Interview Invitation Email Sample

Subject: Accounts Manager Interview Invitation

Dear Mr. Jones,

It gives me great pleasure to inform you that your job application for the role of Accounts Manager in Vigo Pvt. Ltd. has been approved. I would like to thank you for showing your interest in our organization.

The interview will be held at our office on 114th Eagle Avenue, Fresno, California. This interview has been scheduled for this coming Wednesday, 15th September 2022. The interview will start at 10 AM and will last for approximately 45 minutes. Our company's Accounts Executive, Mr. Norton will also be a part of the recruitment team.

If you are comfortable with the mentioned schedule, please reply to me to confirm the acceptance of the interview opportunity. In case you will be unable to attend the interview, contact me to reschedule the interview. However, make sure to inform me about that at least 48 hours before the time of the interview.

Thanks a lot and best of luck!

Yours Truly,

David Truman

HR Manger

[Email Signature]