

Interview Invitation Email Template

Subject: Interview Invitation

Dear Mr. / Mrs. [Last Name of the Applicant],

Thanks a lot for applying for the position of [Job Title] in the [Name of the Organization]. We have received your job application and selected you for an interview among the other candidates.

Following are some details of the interview:

[Mention the details like Date, Day, Venue, etc.]

It will be a face-to-face interview that will be approximately [mention duration] long.

Feel free to contact me if you have any queries related to the interview or if you want to reschedule the interview. In the latter case, please make sure to inform us at least before [mention time] of the time of the interview.

Yours Truly,

[Name]

[Designation]

[Email Signature]