

Zoom Interview Invitation Email

Sample

Subject: Zoom Interview Invitation for the position of Marketing Manager with Global Lead Inc.

Dear Ms. Watson,

Thank you for your job application for the position of Marketing Manager with our company. After reviewing your Resume, we have shortlisted your name amongst other candidates.

Now we would like to select the most suitable candidate for the job through an interview. This interview will be conducted via video conferencing on Zoom.

The interview will be conducted on Friday next week on 10th August 2022. This interview will commence at 1 PM and will last for approximately 30 minutes. You will be interviewed by our company's hiring panel which will include Mr. Waltz, Ms. Stones, and Mr. Bezos.

Please reply to this email to confirm the interview. Once you confirm your availability, we will share the Zoom video conferencing link for you to join the interview. However, if there is a problem, you can also contact me for rescheduling the interview.

Thanks a lot and all the very best to you!

Kind Regards,

John White

HR Manger

[Email Signature]