

# Interview Appointment Email

Subject: Interview Invitation " [Company Name]

Hi [Candidate's First Name],

Congratulations! You've been shortlisted for an interview for the [Position Title] role at [Company Name]. We'd love to meet you and learn more about your skills.

Here are the details:

Date: [Interview Date]

Time: [Interview Time]

Location/Platform: [Venue or Video Call Link]

Please confirm if this time works for you. If not, let us know and we'll do our best to adjust.

Looking forward to our conversation!

Best,

[Your Name]

[Your Role]

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