

## Preliminary Interview Appointment Email

Subject: Preliminary Interview Invitation " [Job Title]

Dear [Candidate Name],

Thank you for submitting your application for the [Job Title] position. We would like to conduct a preliminary interview to better understand your background and skills.

Your preliminary interview is scheduled for [Date] at [Time] via [Platform/Location]. This will be a short session lasting approximately [Duration] minutes.

Please confirm your availability at your earliest convenience.

Sincerely,

[Sender Name]

[Company Name]

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