Subject Line: **[COMPANY NAME]:** Interview Availability

Hi **[FIRST NAME]**,

Thank you for applying to the **[JOB TITLE]** position at **[COMPANY NAME]**. We’ve reviewed your application materials carefully, and we’re excited to invite you to interview for the role!

Your interview will be conducted [**FORMAT**] and last roughly [**LENGTH OF INTERVIEW].** You’ll be speaking with [**INTERVIEWER],** our **[INTERVIEWER JOB TITLE]** here at **[COMPANY NAME].**

Please let us know when you are available during the following times:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Thanks again for your interest in joining the [COMPANY NAME] team! We’re looking forward to speaking with you.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**