Subject Line: [COMPANY NAME]: Final-Round Interview Invitation

Hi [FIRST NAME],

Thank you for your recent interview regarding the [JOB TITLE] position at [COMPANY NAME]. We appreciate your dedication to the process and are pleased to share that you have been selected for a final interview at our office!

We believe you are an excellent candidate for the position and we’re excited to continue the conversation with you.

The interview will be with [INTERVIEWER] and will last no longer than [LENGTH OF INTERVIEW]. Below are some proposed time and date options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

To help you plan and prepare for your onsite interview, click here to view additional information about our office and nearby travel options. [INCLUDE LINK TO ADDITIONAL INFORMATION].

Please reply to this email with your availability. I will then confirm the date and time internally and send you a confirmation email with a calendar invitation.

If you have any questions in the meantime, feel free to reach out.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]