**Subject Line:** [COMPANY NAME]: Group Interview Invitation

Hi [FIRST NAME],

Thank you for applying to the [JOB TITLE] position at [COMPANY NAME]. After reviewing your application materials, we are pleased to move forward with the interview process.

We would like to invite you to an interview at our office. You will interview as a part of a group with [NUMBER] other applicants. The interview will last no more than [LENGTH OF INTERVIEW].

To help us schedule the interview, please select your availability from this calendar link: [INSERT LINK].

From there, I will coordinate between the other candidates and the hiring team to confirm a time that works for all involved. You will receive an email with a calendar link to confirm the interview.

To help you prepare here is some information about the interview and [COMPANY NAME].

You will be meeting with:

[INTERVIEWER], [JOB TITLE]

[INTERVIEWER 2], [JOB TITLE 2].

Length of interview:

[MINUTES/HOURS]

Interview agenda:

During the interview, you will be asked to complete several exercises with the other candidates. [ADDITIONAL INFORMATION]

Our office location:

[ADDRESS]

We’re close to [PUBLIC TRANSPORTATION OPTIONS/PARKING DETAILS].

Our office dress code:

[DRESS CODE], but we encourage you to wear whatever you’re most comfortable in.

We’re looking forward to meeting you! If you have any questions, don’t hesitate to reach out.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]