Subject Line: [COMPANY NAME]: Video Interview Availability

Hi [FIRST NAME],

Thank you for applying to the [JOB TITLE] position at [COMPANY NAME].

After reviewing your application, we would like to invite you to interview with [INTERVIEWER], our [INTERVIEWER JOB TITLE].

So we can get to know you better, the interview will be conducted over video using [VIDEO CONFERENCING PLATFORM] and last about [LENGTH OF INTERVIEW] in total.

We want you to be able to plan accordingly, so we’ve provided a list of date and time options over the next week. Please take a look and let us know which date is best for you.

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

We’re looking forward to continuing the conversation.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]