### **Example 1: Formal Interview Invitation Email**

Subject: Interview invitation for the position of [Position] at [Company]

Hello [Candidate’s name],

Thank you for applying for the position of [Position] with us. We are glad to inform you that your interview has been scheduled for [Time] on [Date].

Please note the following interview details:

[Location address] (for face-to-face interviews)

[Communication link] (for remote/virtual interviews)

[Interviewer’s name and job title]

Please reply to this email if you have any questions or need to reschedule your interview date/time. We look forward to speaking with you.

Sincerely,

[Name]

[Job title]