### **Example 2: Casual Interview Invitation Email**

Subject: Interview with [Company] for [Position]

Dear [Candidate’s name],

Thanks for your application for the [Position] position with us. We have evaluated your resume and are impressed by your background and qualifications. We’re so impressed that we would like to invite you to discuss the job further to find out if you’re a good fit.

We would like to meet you for an in-person interview at [Address] to get to know you better and tell you a bit more about the position.

Here are some open interview time slots. Please respond to this email to let us know which works best for you, and I will send a confirmation message with additional details:

[Day, Time 1]

[Day, Time 2]

[Day, Time 3]

I’m looking forward to hearing from you soon.

Cheers,

[Name]

[Job title]