**Example 3: Phone Interview Email Invitation​**

Subject: Invitation for a phone interview for [Position] at [Company Name]

Hello [Candidate’s name],

Thank you for your application for the position of [Position] with our company. After reviewing your resume, we would like to schedule a phone interview to tell you more about the company and the open position while also getting to know you better.

Please let us know your availability in any one of the time slots mentioned below.

[Day, Time 1]

[Day, Time 2]

[Day, Time 3]

Once you respond with your availability, we will be happy to organize the interview and share the invite along with other details.

Feel free to reply to this email with any other queries you have. We look forward to hearing from you soon.

Best Regards,

[Name]

[Job title]