### Example 5: Short, Simple, and Friendly

Subject: Interview with [Name] for [Position] at [Company]

Hi [Candidate’s name],

Thanks for your application to [Company]. We were impressed by your background and would like to invite you to interview on [Date] at [Time] at [Office location] to tell you a little more about the position and get to know you better.

[Add relevant details about the interview, including the office address, specific documents they should bring, etc.]

Please let me know which of the following times work for you, and I will send a confirmation email with additional details:

[Day, Time 1]

[Day, Time 2]

[Day, Time 3]

Looking forward to meeting you,

[Name]

[Job title]