

Let's practice!

💡 Reply the email.

This example of an email invitation sent to a job applicant who has been selected for a one-on-one interview is brief and gets to the point.

Invitation to Interview Sample

Subject: Invitation to interview

Dear Jane Click,

As a result of your application for the position of Account Analyst, I would like to invite you to attend an interview on June 30, at 9 a.m. at our office in Quincy, Massachusetts.

You will have an interview with the department manager, Edie Wilson. The interview will last about 45 minutes. Please bring a list of three references as well as a copy of your driver's license to the interview.

If the date or time of the interview is inconvenient, please contact me by phone (518-555-5555) or email, tgunn@randall.com to arrange another appointment. We look forward to seeing you.

Best regards,

Thomas Gunn
Administrative Director
Randall & Associates
101 Beech Street
Quincy, MA 02169
tgunn@randall.com
555-123-1234

