

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

After reviewing your application, we would like to invite you to a brief initial screening interview via video call. This will be an opportunity for us to learn more about your experience and for you to ask questions about the role.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration, e.g., 20 minutes]
- **Platform:** [Platform Name, e.g., Zoom/Google Meet/Teams]
- **Meeting Link:** [Insert Link Here]

Please confirm your availability by replying to this email by [Deadline Date/Time]. If the suggested time does not work for you, please let us know your availability for the following dates:

- [Option 1]
- [Option 2]

We look forward to speaking with you.

Best regards,

[Your Name]
[Your Title]
[Company Name]