

Subject: Informal Coffee Chat: [Company Name] x [Candidate Name]

Hi [Candidate Name],

I hope you are having a great week.

I've been following your work at [Candidate's Current Company/Project], and I am very impressed with your background in [Specific Skill or Field].

Rather than a formal interview, I'd love to invite you for a casual coffee chat (in-person or virtually) to learn more about your career goals and tell you a bit about what we are building at [Company Name]. We are looking for talented people like you to join our [Department Name] team, and I think you'd be a great fit for our culture.

Are you free for 20 minutes on any of the following days?

- [Day/Date] at [Time]
- [Day/Date] at [Time]
- [Day/Date] at [Time]

If these times don't work, feel free to share your availability or a link to your calendar.

Looking forward to connecting!

Best regards,

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