

Subject: Interview Invitation - [Job Title] - [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have reviewed your application and would like to invite you to a first-stage interview.

This initial interview will be conducted [via Phone / via Video Call / In-Person] and will last approximately [Number] minutes. The purpose of this conversation is to discuss your background, your interest in the role, and to provide more information about our team.

Please select a convenient time from the options below:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If none of these times work for you, please let us know your availability for the coming week.

Confidentiality Notice:

Please be advised that all information shared during this interview process regarding [Company Name]'s internal operations, projects, and proprietary information is strictly confidential. By participating in this interview, you agree to maintain this confidentiality.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]