

# 6 email templates to invite candidates to an interview

Below, I'll share a few of our email to invite candidates to interviews. These are templates we've used at Charlie, so you can make sure they'll guarantee your potential candidates will reply to the invitation.

## Template 1 – short and to the point for 1st stage candidates

**Subject: Next stage interview with [Name of company]**

Hi [Candidate's Name],

Thanks for having a phone call with me on [Date of phone call]. It was great to get to know you a little bit better.

Following our phone screenings, you've made it to the shortlist of candidates who are going through the next stage of the interview process. Congratulations!

This email is just a way to let you know that you'll be expected to attend the second round on [Date of interview] at [Time of interview]

The interview will take place at [Address of the interview]. We'll be asking you to prepare to talk about your experience for the job, and we'll ask you a few questions related to your skills.

There's no need to bring anything except yourself. Just note that the interview will last about [Length of the process]. I've attached an outline of the interview process in full so you know what to fully expect.

Hope that makes sense and let me know if you have any questions.

Best wishes,

[Name of person and position]

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## Template 2 – friendly and detailed for 1st stage interview

**Subject: Invitation to Interview: Let's Chat!**

Dear [Candidate's Name],

I hope this email finds you well!

I wanted to reach out and extend an invitation to interview for the [Position Name] role at [Company Name]. Your application stood out to us, and we'd love to learn more about you and your experience.

We believe that getting to know each other better in person (or virtually) will give us the opportunity to explore your unique skills and background. Be ready to talk us in length about it!

The interview will take place on [Date] at [Time], and will be conducted [Location/Online Platform] by [Names]. We'll take this moment to discuss your qualifications, experiences, and how they match the role we're hiring for. This will also be a great chance for you to ask any questions you may have about the position or the company.

Please let us know if the scheduled time works for you, or if you would like to change it. If you need any other adjustments ahead of the interview, feel free to inform us in advance, and we'll do our best to help.

We're looking forward to meeting you and discussing how you can become a part of our team. If you have any questions, reach out to me directly via email or phone ([Your Contact Information]).

Once again, congratulations on making it to this stage, and thank you for considering joining our team. We're excited about the opportunity to learn more about you and your potential contributions.

Warm regards,

[Name of person and position]

## Template 3 – formal and detailed 1st stage candidates interview

**Subject: Invitation to first-stage interview with [Company name]**

Dear [Candidate's Name],

I am writing to invite you to interview for the [Position Name] role at [Company Name]. We were impressed by your qualifications and experience, and we believe that you could be a valuable addition to our team.

The interview is scheduled to take place on [Date] at [Time] and will be held at [Location]. During the interview, we will discuss your professional background, skills, and suitability for the role. There will also be an opportunity for you to learn more about our company culture, values, and expectations.

Please confirm your attendance by replying to this email or contacting me directly at [Phone Number].

We recommend familiarising yourself with our company and the responsibilities of the position before you meet with us. If you have any questions or require further information, please do not hesitate to reach out.

We look forward to meeting with you and discussing how your skills and experience align with our requirements.

Best wishes,

[Name of person and position]

## Template 4 – formal and short for 1st stage candidates

**Subject: Invitation to first-stage interview with [Company name]**

Dear [Candidate's Name],

I am pleased to invite you to interview for the [Position Name] role at [Company Name]. We believe you could be a great fit for our team and have been impressed by your experience and qualifications.

The interview is scheduled for [Date] at [Time] at [Location]. Please confirm your attendance or suggest an alternative time if needed.

We look forward to discussing your CV and how it aligns with our needs. If you have any questions beforehand, feel free to reach out.

Thank you for considering this opportunity.

Kind regards,

[Name of person and position]

## Template 5 – final stage interview invitation friendly tone

**Subject: Congratulations! Final stage interview with [Company Name]**

Hi [Candidate's Name],

Hope you've had a good week and thank you for your patience whilst we reviewed the material from your second stage interview.

Congratulations on reaching the final stage! We're super delighted and have been so impressed with your experience, as well as your ability to interact with the team and answer tricky questions. We also liked the answers and quality you provided for the task, and how detailed you were when running us through it.

All in all, well done! Now the final stage will be on [Date] at [Time], either in-person at [Location] or via [Online Platform].

Let us know if that works for you, or if you need to change it. You can find more details about what this interview will entail in the document I'm attaching again for your reference.

Looking forward to meeting with you again!

Best regards,

[Name of person and position]

## Template 6 - final stage interview invitation formal tone

**Subject: Final Interview Invitation for [Position Name] at [Company Name]**

Dear [Candidate's Name],

Congratulations on reaching the final stage of the interview process for the [Position Name] role at [Company Name].

We've been so impressed with your experience, and we're eager to further explore your fit for the role. The final interview is scheduled for [Date] at [Time], either in-person at [Location] or via [Online Platform].

Please confirm your availability for this date. If needed, let us know about any scheduling conflicts or accommodations required.

We look forward to discussing your potential contributions to our team.

Best regards,

[Name of person and position]

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