

3 Email Template to Schedule a Final Round Interview

Formal Interview Invitation Template

Subject: Invitation to Final Round Interview - [Your Company] - [Candidate Name]

Dear [Candidate Name],

We are pleased to invite you to the final round interview for the [Job Title] position at [Your Company].

This interview will provide an opportunity for you to meet with [Interviewer Name(s) and Title(s)] and further discuss your qualifications and experience, and for you to learn more about our team and the role.

Here are the details of the interview:

- Date: [Date]
- Time: [Time]
- Duration: [Duration]
- Location: [In-person at [Address] or Virtual via [Platform Link]]
- Interviewers: [Interviewer Name(s) and Title(s)]

The interview will focus on [Briefly mention the topics to be covered, e.g., your technical skills, problem-solving abilities, and cultural fit].

Please confirm your availability for the scheduled time by replying to this email by [Confirmation Deadline]. If the proposed time does not work for you, please let us know your availability, and we will do our best to accommodate your schedule.

If the interview is virtual, please ensure you have a stable internet connection and a quiet environment. If in-person, please arrive 10 minutes prior to the scheduled time.

We look forward to meeting you!

Best regards,

[Your Name] [Your Title] [Your Company] [Your Contact Information]

Virtual Interview Setup Instructions Template

Subject: Final Round Interview Setup Instructions

Hi [Candidate's Name],

Congratulations on making it to the final round of interviews with [Company Name]! We are excited to take the next step with you. Your interview is scheduled for [Date] at [Time] [Time Zone].

To ensure a smooth virtual interview, here are some steps and tips to help you prepare:

- **Platform:** We will be using [Platform Name] for the interview. Please make sure you have the application installed on your device.
- **Meeting Link:** [Insert Meeting Link] - Click this link a few minutes before the scheduled time to join the meeting.
- **Meeting ID & Password:** If required, use the following:
 - Meeting ID: [ID]
 - Password: [Password]
- **Technical Check:** Test your internet connection, microphone, and camera beforehand to avoid any last-minute issues.
- **Quiet Environment:** Choose a quiet spot with minimal distractions for the duration of the interview.
- **Dress Code:** Business casual attire is recommended.

If you have any questions or need assistance, feel free to reach out to me directly at [Your Email] or [Your Phone Number].

Looking forward to speaking with you soon!

Best regards,

[Your Full Name]

[Your Job Title]

[Company Name]

[Contact Information]

Interview Rescheduling Template

Subject: Regarding Your Final Round Interview at [Company Name]

Hi [Candidate Name],

I hope this email finds you well.

I'm writing to request a reschedule of your final round interview, which was originally scheduled for [Original Date and Time]. Due to [briefly explain reason for rescheduling - e.g., an unexpected conflict in the interviewer's schedule, a company-wide meeting], we need to adjust the timing.

I sincerely apologize for any inconvenience this may cause.

To make this as easy as possible, here are a few alternative times that work for our team:

- [Date] at [Time]
- [Date] at [Time]
- [Date] at [Time]

If none of these times work for you, please let me know your availability, and we'll do our best to accommodate your schedule.

Please confirm which of these times works best for you by [Date - allow a day or two].

We're really looking forward to our conversation and appreciate your understanding.

Best regards,