

# 3 Scheduling an Interview Email Template

## Initial Interview Scheduling Email Template

Subject: Let's Schedule Your Interview

Hi [Candidate's Name],

I hope this message finds you well. We're excited about the opportunity to learn more about you and discuss how you can contribute to our team at [Company Name].

We would like to schedule an initial interview with you. Could you please let us know your availability for the following dates and times?

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If none of these options work for you, feel free to suggest a few other times that suit you better.

The interview will be conducted via [Platform/Location] and should last approximately [Duration]. Please let us know if you have any questions or require any accommodations.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Rescheduling Interview Email Template

Subject: Reschedule Request - [Candidate Name] - [Job Title] Interview

Hi [Candidate Name],

Hope you're having a good day!

I'm writing to you regarding our scheduled interview for the [Job Title] position on [Original Date] at [Original Time].

[Choose ONE of the following options, and delete the other:]

### Option 1: You are requesting to reschedule:

Due to [Briefly explain reason for rescheduling - e.g., a prior meeting that has been moved], I need to reschedule our interview. I sincerely apologize for any inconvenience this may cause.

### Option 2: Confirming a candidate's reschedule request:

This email confirms your request to reschedule our interview. Thanks for letting us know.

[End Both Options]

I'm available on the following dates/times for a new interview:

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

Please let me know which of these times works best for you, or if you have another time in mind. I'm happy to work with your schedule.

If none of these times work, please share your availability for the next few days.

Thank you for your understanding. I look forward to speaking with you soon!

Best regards,

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

## Follow-Up Interview Scheduling Email Template

Subject: Next Steps: Scheduling Your Interview at [Company Name]

Hi [Candidate Name],

Great chatting with you on [Date of Previous Interview]! We enjoyed learning more about your experience and believe your skills could be a great fit for our team.

As a next step, we'd like to schedule a follow-up interview with [Interviewer Name(s) and Title(s)]. This will be a chance to [briefly state the purpose of the next interview, e.g., discuss your technical skills in more detail, meet the team, etc.].

Please let us know what time works best for you from the available slots below:

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

If none of these times work, please feel free to suggest alternative dates and times that suit your schedule. We're flexible!

We look forward to hearing from you and continuing the conversation.

Best regards,