

Hi **[Name]**,

Thank you for submitting your application to **[Company Name]**. We were impressed by your resume and would like to invite you to an interview **[at our office/via telephone]** on **[date]**. The interview will be conducted by **[Name of Manager, Supervisor, etc.]**. Please let us know in your response which of the following times would suit your schedule:

* 10:00 a.m.
* 11:00 a.m.
* 3:00 p.m.

In addition, please bring a copy of your resume and your **[driver’s license, references, etc.]** to the interview.

Please let us know if you have any questions. We look forward to meeting with you.

**[Your Name]**

**[Your Job Title]**

**[Company Name]**