Hi [Name],

Thank you for submitting your application to [company name]. We were impressed by your resume and we 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:

* 10:00am
* 11:00am
* 3:00pm

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]