

Invitation for Virtual Interview Letter Template

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Highlighted text is to be completed with relevant information
Green text are optional clauses. Convert to match black font or delete clause if not applicable
Red text are guidance notes and need to be deleted along with this text box



Dear **(Name of candidate)**,

My name is **(Talent Manager Name)** and I'm the **(Talent Manager Job Title)** at **(Company Name)**. I'm managing the first stage of the interview process for the **(Open Role)**.

Firstly, I'd like to say thank you for your application. Based on your application, I'd like to invite you for an initial interview to learn more about you, your experience and your skills. During this stage, you can also ask any questions about the role.

The initial interview should last around **(expected duration of interview)** minutes and you'll be able to learn more about **(Company Name)**.

I'm available **(Date and Time Frame of Availability)**. Does **(Specific Time and Date)** work for you? If not, please let me know when you're available and I can find a suitable time.

At **(Company Name)**, we're currently holding all interviews virtually. Once we've agreed on a time, I will send through a **(Video Software)** link with the calendar invite attached. You'll be able to log on to your interview through here.

Please let me know if you have any questions in the meantime.

Warm Regards,

(Talent Manager Name), **(Talent Manager Job Title)**