

Subject: Interview Scheduling for [Job Title] Position

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for the [Job Title] position at [Company Name]. We would like to schedule an interview to discuss your application in more detail.

Please let us know your availability for the following dates and times:

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

The interview will be conducted [in-person/virtually] via [platform]. Once we finalize the schedule, we will provide you with further details.

We look forward to meeting you and discussing your qualifications further.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]