**Downloadable template**

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| Subject line: Your [X] at [Company name] |
| Dear [Candidate’s name], |
| We're delighted to be able to invite you to [Type of session] for the [Role name] role at [Company name]. |
| **Schedule**Click on the link below to schedule your interview. You'll be able to choose your preferred time and other options to suit you best.[Link to form]Once you select your preferences, you will receive an email confirming the details about your interview. Please call [Phone number] if you'd prefer to schedule on the phone. This form will take approximately [number] minutes to complete. |
| **About this [Type of session]*** *Length:* [number] minutes (we can take breaks)
* *Location:* Remote (call with or without video) or in person
* *Format:* The [Type of session] will be in a [describe how you will run the session, e.g. question-and-answer, task based] format. [Describe the session in a bit more detail]. You'll be able to raise questions and subjects for discussion.
* *Preparation:* [Describe any preparations the candidate might need to do]
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| If you are disabled and would like us to make adjustments to the [Type of session] (or require them for any other reasons), please add them to the scheduling system or let me know directly. |
| Please do contact me if you have any queries in the meantime.Kind regards,[Name of line manager or person responsible for answering questions][Role, Company name] |