**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] |
| 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] |