**Subject:** Invitation to Interview

Dear Jane Applicant,

Thank you for applying for the position of office administrator with ABC Company in Minneapolis, MN.

We would like to invite you to come to our office to interview for the position. Your interview has been scheduled for May 1, 20XX, 1 pm, at 123 Main Street, Minneapolis, MN 55199.

Please call me at 651-555-6666 or email me at johnsmith@abccompany.com if you have any questions or need to reschedule.

Sincerely,

John Smith

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John Smith
Regional Manager
ABC Company
123 Main Street, Minneapolis, MN 55199
651-555-6666
johnsmith@abccompany.com

**Subject:** Invitation to Schedule an Interview

Dear Mark Donato,

Thank you for submitting an online application for the position of shift manager at French Bread Deli in Springfield, MA. We have looked over your application and would like to invite you to interview with our company as soon as possible.

Please visit the "Jobs" page on our website, www.frenchbreaddeli.com. Click on "Schedule Interview" in the top left corner of the page to schedule an interview in the upcoming weeks. You will be prompted for a password – type in “Mai Oui.” You will be then taken to our scheduling page, where you can select and reserve an interview time. These slots fill quickly, so we recommend that you schedule as soon as possible to receive your preferred time.

If you have any difficulties scheduling an interview, feel free to email me at mtaylor@frenchbreaddeli.com.

Best,

Madeline Taylor

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Madeline Taylor
Manager
French Bread Deli
100 Main Street
Springfield, MA, 01106
555-555-5555
mtaylor@frenchbreaddeli.com