**HIRING MANAGER/ADMIN/RECRUITER SEND TO CANDIDATE VIA EMAIL**

**To:** Candidate

**From**: Hiring Manager/Admin/Recruiter

**Subject Title:** CMU Invitation to Interview – [Position Title]

Dear [Name]-

Thank you for your interest in Carnegie Mellon University!

Upon review of your application, we would like to invite you to interview with additional members of our team for the [position title] position.

This interview will be conducted virtually via Zoom, and will be [length/duration] in duration.

Upon review of the interview team’s availability, we are looking to schedule these interviews on the following dates and time options identified below:

* Date, Time
* Date, Time
* Date, Time
* Date, Time

Of those options listed above, please let me know what works best for your schedule/availability.

Upon confirming availability, I will follow up with an invitation and interview agenda, which will contain additional details in preparation for your interview.

I look forward to hearing from you soon!