**Sample Invite to Interview**

Dear (Name),

Thank you for applying for the position of \_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_ at New Mexico State University. We would like to invite you to come to our office to interview [at our office / via Skype / via phone]. Please let me know which of the following times work for you, and I can send over a confirmation and details:

[Day, Time 1]

[Day, Time 2]

[Day, Time 3]

Looking forward to meeting you,

Please call me at (phone) or email me at (email) if you have any questions or need to reschedule.

Sincerely,

Hiring Manager Name

Hiring Manager Title  
Hiring Manager Department  
Hiring Manager Address  
Hiring Manager Phone Number  
Hiring Manager Email Address

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**Sample Interview confirmation**

Dear (Name),

Thank you for applying for the position of (title) with (department) at New Mexico State University. We would like to invite you to come to our office to interview [at our office / via Skype / via phone]. Your interview has been scheduled for (Date), (Time), at (address, building and room number).

Please call me at (phone) or email me at (email) if you have any questions or need to reschedule.

Sincerely,

Hiring Manager Name

Hiring Manager Title  
Hiring Manager Department  
Hiring Manager Address  
Hiring Manager Phone Number  
Hiring Manager Email Address

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