

Interview Scheduling Confirmation

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] at [Company Name].

We would like to schedule your interview at a time that is convenient for you. Please find the proposed dates and times below:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

Please reply to this email with your preferred date and time, or suggest another time if none of the above are suitable.

The interview will be conducted [in-person/virtually], and further details will be provided upon confirmation.

We look forward to discussing your application in more detail.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]