

Candidate Availability Assessment

Date: [Insert Date]

To: [Candidate's Name]

From: [Your Name]

Subject: Candidate Availability Assessment

Dear [Candidate's Name],

We appreciate your interest in the [Position Title] position at [Company Name]. In order to proceed with your application, we would like to assess your availability for the upcoming interview process.

Please provide us with your availability for the following days and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Additionally, if there are other days or times that work better for you, please feel free to mention them.

Thank you for your cooperation, and we look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]