

Candidate Availability Reminder

Dear [Candidate's Name],

We hope this message finds you well. This is a friendly reminder regarding your upcoming interview scheduled for [Date] at [Time]. We are looking forward to discussing your application for the [Job Title] position.

Please confirm your availability for the interview at your earliest convenience. If you have any questions or need to reschedule, feel free to reach out.

Thank you, and we look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]