

Interview Reminder

Dear [Candidate's Name],

This is a friendly reminder about your upcoming interview for the [Job Title] position at [Company Name].

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Location or Virtual Link]

Please make sure to prepare relevant questions and review your resume beforehand. We look forward to meeting you and discussing the opportunity further.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]