

Dear [Candidate's Name],

We are pleased to inform you that your interview for the [Position Title] position at [Institution Name] has been scheduled.

Date: [Interview Date]

Time: [Interview Time] [Time Zone]

Location: [Interview Location/Platform Link]

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, do not hesitate to contact us.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]