

# Interview Scheduling Notice

Dear [Candidate's Name],

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

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location or Virtual Link]
- **Interviewer:** [Interviewer's Name]

Please confirm your availability for this interview by replying to this email.

We look forward to speaking with you soon.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]