

Subject: Coordination for Your Upcoming Interview

Dear [Candidate's Name],

We are pleased to inform you that we would like to move forward with the next steps in the interview process for the [Job Title] position. We would like to schedule a time for your interview with our team.

Please let us know your availability for the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

The interview will be conducted [virtually/in-person] at [Location/Platform].

If you have any questions or need to suggest alternative times, please feel free to reach out.

Looking forward to your response.

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