

Dear [Applicant's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We are excited to inform you that you have been shortlisted for the next stage of our hiring process, which involves a virtual interview.

Virtual Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time] [Time Zone]
- **Platform:** [Zoom/Teams/Google Meet]
- **Duration:** Approximately [Duration] minutes

What to Expect:

1. **Connection:** Ensure you have a stable internet connection.
2. **Environment:** Choose a quiet, well-lit space for the interview.
3. **Preparation:** Review the job description and prepare questions you might have.

Please confirm your availability for the interview by replying to this email. If you have any questions or need to reschedule, feel free to reach out.

We look forward to speaking with you!

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]