

# Interview Schedule Confirmation

Dear [Candidate's Name],

We are pleased to inform you that we would like to proceed with your application for the [Job Title] position at [Company Name]. We would like to schedule an interview to discuss your qualifications and learn more about your experiences.

Please let us know your availability for the following time slots:

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

If none of these times work for you, please provide alternative dates and times that you are available.

We look forward to your reply.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]