

Interview Confirmation

Dear [Candidate's Name],

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

Date: [Insert Date]

Time: [Insert Time] [Time Zone]

Location: [Insert Location / Virtual Link]

We value diversity and are committed to creating an inclusive environment for all candidates. We encourage you to express any requirements you may have, so we can accommodate your needs during the interview process.

Please confirm your availability for the scheduled time by replying to this email.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]