

Interview Scheduling Notification

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] at [Company Name]. We would like to invite you to interview on the following date and time:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location/Video Call Link]

We kindly request you to confirm your availability for the scheduled interview. Please respond to this email by [Insert Response Deadline]. If you are unable to attend on the specified date, let us know your availability, and we will do our best to accommodate you.

Thank you for your interest in joining our team. We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]