

Interview Arrangement Confirmation

Dear [Interviewee's Name],

Thank you for your interest in the [Position Name] at [Company Name]. We are pleased to invite you for an interview.

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Location]
- **Interviewer(s):** [Name(s) of Interviewer(s)]

Please confirm your availability for this time slot. If you are unable to attend, let us know your preferred times, and we will do our best to accommodate your schedule.

We look forward to meeting you and discussing your application in further detail.

Best regards,

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