

Interview Scheduling for Candidates

Dear [Recruitment Panel Members],

We have shortlisted candidates for the [Job Title] position and would like to schedule interviews as follows:

Candidate Interview Schedule

Candidate Name	Date	Time	Interview Format
[Candidate 1 Name]	[Date 1]	[Time 1]	[In-person/Virtual]
[Candidate 2 Name]	[Date 2]	[Time 2]	[In-person/Virtual]
[Candidate 3 Name]	[Date 3]	[Time 3]	[In-person/Virtual]

Please confirm your availability for the proposed schedule by [Confirmation Deadline]. If you have any conflicts, kindly suggest alternative times.

Thank you for your cooperation.

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