

Interview Scheduling Letter

Dear [Applicant's Name],

We are pleased to inform you that you have been shortlisted for an interview for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team.

The interview is scheduled for [Date] at [Time]. It will take place at [Location/Virtual Link]. Please confirm your availability for this time slot.

If you have any questions or need to reschedule, feel free to reach out to us at [Contact Information]. We look forward to meeting you.

Best regards,

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