

Dear [Candidate's Name],

We are pleased to confirm your interview for the [Job Title] position at [Company Name]. Below are the details of your interview:

Date: [Date]

Time: [Time]

Location: [Location] / **Virtual Link:** [Link if applicable]

Interviewer(s): [Interviewer Names]

Please let us know if you have any questions or need to reschedule.

We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]