

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] [Time Zone]
- **Location:** [Location/Virtual Link]
- **Interviewer(s):** [Interviewer Names/Titles]

Please let us know if you have any questions or if you need to reschedule. We look forward to speaking with you!

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Email Address]  
[Phone Number]