

Interview Confirmation

Dear [Candidate's Name],

We are pleased to inform you that your interview for the [Position Title] position has been scheduled. Below are the details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Location]

Interview Format: [In-person/Virtual]

Interviewer's Name: [Interviewer's Name]

Please confirm your availability for the scheduled time. If you have any questions or need further assistance, feel free to reach out.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]