

# Interview Arrangement Confirmation

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the position of [Job Title] at [Agency Name]. Below are the details of your interview:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Address/Virtual Link]
- **Interview Panel:** [Names of Interviewers]

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

We look forward to meeting you and discussing your potential contribution to our team.

Best regards,

[Your Name]

[Your Job Title]

[Agency Name]

[Contact Information]