

Dear [Candidate's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We are pleased to inform you that we have scheduled an interview to discuss your qualifications further.

Interview Details:

Date: [Date]

Time: [Time]

Location: [Company Address / Virtual Meeting Link]

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

We look forward to meeting you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]