

Interview Confirmation

Dear [Candidate's Name],

We are pleased to inform you that your interview for the position of [Job Title] at [Company Name] has been scheduled.

Date: [Date]

Time: [Time]

Location: [Location/Link to Virtual Meeting]

Interviewers: [Names and Titles of Interviewers]

Please bring the following documents for the interview:

- Updated Resume
- Portfolio (if applicable)
- References

Additionally, please confirm your availability for the scheduled date and time by replying to this email.

We look forward to meeting with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]