

Interview Appointment Proposal

Date: [Insert Date]

To: [Candidate's Name]

Email: [Candidate's Email]

Dear [Candidate's Name],

We are pleased to inform you that we would like to invite you for an interview for the [Job Title] position at [Company Name]. The details of the interview are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Link]
- **Interviewer(s):** [Insert Name(s) of Interviewer(s)]

Please confirm your availability for the proposed date and time. If you have any questions or require any adjustments, feel free to reach out.

We look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]