

Dear [Candidate's Name],

We are reaching out to remind you of your upcoming interview for the [Job Title] position at [Company Name]. Here are the details:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Location or details if it's a virtual interview]

Please ensure to arrive a few minutes early and come prepared with any necessary documents.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]