

Interview Confirmation

Dear [Candidate's Name],

We are pleased to inform you that your application for the Executive Position at [Company Name] has been reviewed, and we would like to invite you for an interview.

Interview Details:

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

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, do not hesitate to contact us at [HR Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]