

Interview Confirmation for Remote Position

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the [Position Title] position at [Company Name].

Date: [Insert Date]

Time: [Insert Time] [Time Zone]

Platform: [Zoom/Google Meet/Other]

During the interview, you will meet with [Interviewer's Name(s), Titles]. The interview is expected to last approximately [Insert Duration].

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

We look forward to speaking with you soon!

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]