

Interview Confirmation

Dear [Candidate's Name],

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

Date: [Date]

Time: [Time] [Time Zone]

Location: Virtual Meeting (link to be provided)

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, do not hesitate to reach out.

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]