

Interview Scheduling Update

Dear [Candidate's Name],

We hope this message finds you well. We would like to thank you for your application for the [Position Title] role at [Company Name]. We are pleased to inform you that we would like to move forward with your application and schedule an interview.

Please let us know your availability for the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

The interview will be held [in-person/virtually] at [Location/Platform]. Please confirm your preferred time slot at your earliest convenience.

If you have any questions or need further assistance, feel free to reach out.

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]