

# Confirmation of Next Steps in Your Recruitment Process

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to inform you that we would like to proceed with the next steps of our recruitment process.

Please find the details for the upcoming stages:

- **Interview Date:** [Date]
- **Time:** [Time]
- **Format:** [In-person/Virtual]
- **Location/Link:** [Location or virtual meeting link]

We kindly ask you to confirm your availability for the above-mentioned date and time at your earliest convenience.

If you have any questions or need further information, please feel free to reach out to us at [Contact Information].

Thank you once again for your interest in joining our team. We look forward to speaking with you soon.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]