

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:** [Interview Date]

**Time:** [Interview Time]

**Location:** [Interview Location / Video Conference Link]

Please let us know if you have any questions or need to reschedule. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]