

Dear [Candidate's Name],

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

Date: [Date]

Time: [Time]

Location: [Location / Virtual Link]

Please confirm your availability for this interview at your earliest convenience. We look forward to speaking with you and learning more about your qualifications.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]