

# Interview Notification

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] at [Company Name].

Your interview is scheduled for [Date] at [Time]. It will take place at [Location/Meeting Link].

Please confirm your availability for this time. If you have any questions, feel free to reach out to us.

We look forward to meeting you.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]