

Subject: Interview Confirmation

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] or via [Platform if virtual]

Please let us know if you have any questions or need further assistance.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]