

Interview Schedule Reminder

Dear [Candidate Name],

We hope this message finds you well. This is a friendly reminder regarding your upcoming interview for the [Job Title] position at [Company Name].

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Location]

Interviewer: [Interviewer Name]

Please ensure you arrive on time and bring any necessary documents with you.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]