Job Interview Date Confirmation

Dear [Candidate's Name],

We are pleased to confirm your interview for the [Job Title] position at [Company Name]. The details are as follows:

Date: [Date]Time: [Time]

• Location: [Location] / [Video Call Link]

Please let us know if you have any questions or need to reschedule.

We look forward to speaking with you.

Sincerely,
[Your Name]
[Your Position]
[Company Name]