

Job Interview Reminder

Dear [Candidate's Name],

This is a friendly reminder for your upcoming job interview for the position of [Job Title] at [Company Name].

Date: [Date]

Time: [Time]

Location: [Company Address or Virtual Link]

We look forward to discussing your qualifications and experiences with you. Please arrive 10 minutes early and bring any necessary documents.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you, and we look forward to seeing you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]