

# Prospective Candidate Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for the [Position Title] at [Company Name]. We appreciate your interest in joining our team and would like to confirm your candidacy.

Please find below the details of the next steps:

- Interview Date: [Insert Date]
- Interview Time: [Insert Time]
- Location: [Insert Location or indicate if it will be virtual]

We look forward to meeting with you and discussing your qualifications further. Should you have any questions, please feel free to reach out to us at [Insert Contact Information].

Best regards,

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