

# Interview Arrangement Notification

Dear [Applicant's Name],

We are pleased to inform you that we have arranged an interview for the [Job Title] position at [Company Name]. Below are the details of your interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Link for Virtual Interview]
- **Interviewer:** [Insert Interviewer's Name & Position]

Please confirm your attendance by replying to this email. If you have any questions or need to reschedule, feel free to reach out.

We look forward to meeting you!

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]