

Interview Scheduling Confirmation

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to inform you that we would like to invite you for an interview.

Your interview is scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location / Virtual Meeting Link]

Please confirm your availability for this date and time. 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 Job Title]

[Company Name]

[Contact Information]