

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to confirm your interview on [Date] at [Time]. The interview will take place at [Location/Virtual Link].

Please bring a copy of your resume and any other materials you believe will assist in our discussion.

If you have any questions or need to reschedule, please do not hesitate to reach out.

We look forward to meeting you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]