

# Interview Schedule

Dear [Candidate's Name],

We are pleased to inform you that your interview for the [Job Title] position at [Company Name] has been scheduled as follows:

- **Date:** [Date]
- **Time:** [Time] ([Time Zone])
- **Location:** [Location]/[Virtual Link]
- **Interviewers:** [Interviewer's Names]

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, feel free to reach out to us at [Contact Information].

We look forward to speaking with you!

Best regards,

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