

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We were impressed with your application and would like to invite you to the next stage of our hiring process: a virtual video interview.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Platform:** [Link to Zoom/Teams/Google Meet]
- **Interviewer(s):** [Name/Department]

How to prepare:

- Ensure you have a stable internet connection.
- Test your camera and microphone in advance.
- Find a quiet, well-lit space for the duration of the call.

Please click the link below to confirm your attendance or suggest an alternative time if the above does not work for you.

[Confirm My Interview Slot](#)

We look forward to meeting you virtually and discussing how you can contribute to our team.

Best regards,

[Your Name]
[Your Title]
[Company Name]