

Subject: Scheduling Your Bilingual Proficiency Interview - [Candidate Name]

Dear [Candidate Name],

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

As part of our selection process, we would like to invite you to a Bilingual Proficiency Interview to assess your fluency in both [Language 1] and [Language 2]. This interview will help us ensure that your language skills align with the requirements of the role.

The interview will last approximately [Duration, e.g., 30 minutes] and will be conducted via [Format, e.g., Video Call/Phone/In-Person].

Please let us know your availability for the following time slots:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If none of these times work for you, please suggest an alternative schedule.

We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Title]

[Company Name]