

Subject: Interview Confirmation - [Candidate Name] with [Agency Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Agency Name]. We have reviewed your application and would like to invite you for a first-round interview.

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Video Call / In-person / Phone]
- **Location/Link:** [Insert Address or Meeting Link]
- **Interviewer(s):** [Interviewer Name(s) and Title(s)]

During this initial conversation, we look forward to learning more about your background and discussing how your skills align with our agency's current needs and client projects.

Please confirm your availability for this time slot by replying to this email by [Deadline Date/Time].

If you have any questions or need to reschedule, please let us know as soon as possible.

Best regards,

[Your Name]
[Your Title]
[Agency Name]