

Subject: Confirmation: First-Round Interview with [Client Company Name]

Dear [Candidate Name],

We are pleased to confirm your first-round interview with [Client Company Name] for the [Job Title] position.

Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Video Link / Phone Number / Office Address]
- **Interviewer(s):** [Name and Job Title of Interviewers]

Preparation:

[Insert specific instructions, such as: Please log in 5 minutes early / Please have a copy of your portfolio ready / Attached is the company overview.]

If you have any questions before the meeting, please let me know. We wish you the best of luck.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]