

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

Dear [Candidate Name],

It was a pleasure speaking with you regarding the [Job Title] position. We are excited to move forward with your application and would like to invite you to a first-round interview with our Hiring Manager, [Hiring Manager Name].

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Video Call/In-Person/Phone]
- **Location/Link:** [Insert Link or Office Address]

During this session, you will discuss your background, the requirements of the role, and how your experience aligns with our team's goals. We recommend joining the meeting a few minutes early to ensure your connection is working properly.

Please reply to this email to confirm your attendance. If you have any questions or need to reschedule, feel free to reach out.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]