

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Company Name]. We were impressed with your background and would like to invite you for a first-round interview.

Your interview has been scheduled for the following time:

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

You will be meeting with [Interviewer Name], [Interviewer Job Title]. This session is expected to last approximately [Duration] minutes.

Please confirm your availability by replying to this email. If you have any questions or need to reschedule, let us know as soon as possible.

We look forward to speaking with you.

Best regards,

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