

Subject: Interview Confirmation - [Candidate Name] for [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to confirm your initial interview.

Please find the details of your scheduled interview below:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewer(s):** [Interviewer Name(s) and Title(s)]

[Optional: Specific instructions such as "Please bring a copy of your resume" or "Please join the meeting 5 minutes early to test your connection."]

If you have any questions or need to reschedule, please contact me at [Phone Number] or [Email Address] as soon as possible.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]