

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of First-Round Interview - [Company Name]

Dear [Candidate Name],

We are pleased to invite you for a first-round interview for the [Job Title] position at [Company Name]. Congratulations on being selected for this stage of our recruitment process.

The details of your interview are as follows:

- **Date:** [Date of Interview]
- **Time:** [Time, including Time Zone]
- **Format:** [In-person / Video Call / Phone Call]
- **Location/Link:** [Physical Address or Meeting Link]
- **Interviewers:** [Names and Titles of Interviewers]

The session is expected to last approximately [Duration] minutes. During this interview, we will discuss your professional background, your interest in the role, and how your skills align with our team's needs.

Please confirm your availability for this time slot by replying to this email or contacting [Name] at [Phone Number] by [Deadline Date/Time].

If the interview is via video conference, please ensure your camera and microphone are tested in advance. If the interview is in person, please bring a copy of your resume and check in at the reception desk upon arrival.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]