

Subject: Interview Confirmation: IT Support Specialist - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the Information Technology Support Specialist position at [Company Name]. We are pleased to invite you to the next stage of our hiring process, which includes a technical assessment followed by a formal interview.

Schedule Details:

- **Date:** [Date]
- **Technical Assessment Time:** [Start Time] to [End Time]
- **Interview Time:** [Start Time]
- **Location/Link:** [Physical Address or Video Call Link]

Technical Assessment Overview:

The assessment will evaluate your troubleshooting skills, knowledge of hardware/software, and networking fundamentals. You will be asked to [mention specific task, e.g., resolve simulated help desk tickets/complete a hands-on lab].

Interview Panel:

You will be meeting with [Interviewer Name], [Job Title], and [Interviewer Name], [Job Title].

Preparation:

- Please have a valid ID ready for verification.
- Ensure you have a stable internet connection (if remote).
- Have a copy of your resume and any relevant certifications available.

Please confirm your attendance by replying to this email by [Date/Time]. If you have any questions or need to reschedule, please let us know as soon as possible.

We look forward to meeting you.

Best regards,

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