

Subject: Interview Confirmation and Technical Assessment - Systems Administrator

Dear [Candidate Name],

Thank you for your interest in the Systems Administrator 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.

Technical Assessment Details:

- **Date:** [Date]
- **Time:** [Time]
- **Format:** [Remote/On-site]
- **Duration:** [Duration, e.g., 60 minutes]
- **Topics Covered:** Server administration, networking, scripting, and troubleshooting scenarios.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Office Address or Video Call Link]
- **Panelists:** [Names and Titles of Interviewers]

Preparation:

For the technical portion, please ensure you have a stable internet connection and access to a [Mac/PC/Terminal]. You will be asked to demonstrate your proficiency with [Specific OS or Software, e.g., Linux/Windows Server/AWS].

Please confirm your availability for these scheduled times by replying to this email by [Deadline Date/Time]. If you have any questions, feel free to reach out.

We look forward to speaking with you.

Best regards,

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