

Subject: Interview Schedule: [Project Name] - [Candidate Name(s)]

Dear [Client Name],

We are pleased to move forward with the next stage of the search for your [Job Title]. Below is the confirmed interview schedule for the upcoming sessions.

Candidate Details:

- **Candidate Name:** [Candidate Name]
- **Position:** [Job Title]
- **Interview Date:** [Date]

Schedule Breakdown:

- **[Time Slot 1]:** Interview with [Interviewer Name], [Title]
- **[Time Slot 2]:** Interview with [Interviewer Name], [Title]
- **[Time Slot 3]:** Wrap-up/Feedback session with [Recruiter Name]

Logistics:

- **Format:** [Video Link / Physical Address]
- **Support Documents:** [Attached Resume / Candidate Assessment]

If you have any last-minute changes or require further information before the meetings, please contact me directly.

Best regards,

[Your Name]
[Your Title]
[Your Firm Name]