

Dear [Candidate Name],

This is an automated confirmation for your upcoming virtual interview for the [Job Title] position at [Company Name].

Interview Details:

- **Date:** [Date]
- **Time (Your Local Time):** [Candidate Timezone Time]
- **Time (Company Local Time):** [Company Timezone Time]
- **Duration:** [Duration, e.g., 45 minutes]
- **Meeting Link:** [\[Click here to join the meeting\]](#)

Interviewers:

[Interviewer Name(s) and Title(s)]

Important Instructions:

- Please ensure you have a stable internet connection and a working camera/microphone.
- Log in to the meeting link at least 5 minutes before your scheduled start time.
- If you encounter any technical difficulties, please contact [Technical Support Contact/Recruiter Name] at [Phone Number/Email].

If you need to reschedule, please use our automated portal here: [Reschedule Interview](#).

We look forward to speaking with you.

Best regards,

[Company Name] Recruitment Team