

Dear [Candidate Name],

Congratulations on reaching the final round of our interview process for the [Job Title] position.

We would like to confirm your virtual interview. Given our different locations, please find the scheduled time in both timezones below to ensure clarity:

- **Date:** [Date]
- **Your Local Time ([Candidate City/Timezone]):** [Time]
- **Host Local Time ([Company City/Timezone]):** [Time]

Interview Details:

- **Interviewers:** [Interviewer Name 1], [Interviewer Name 2]
- **Meeting Link:** [\[Video Call URL\]](#)
- **Meeting ID/Password:** [If applicable]

This final round will last approximately [Duration] and will focus on [Brief Focus/Technical/Leadership]. Please ensure you have a stable internet connection and a quiet environment for the duration of the call.

If you have any technical difficulties or need to reschedule, please contact me as soon as possible at [Phone/Email].

We look forward to speaking with you soon.

Best regards,

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