

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to a virtual interview with [Interviewer Name/s].

Please find the interview details below, adjusted for your local time zone:

- **Date:** [Date]
- **Time:** [Time + Time Zone] (Equivalent to [Company Time + Time Zone])
- **Duration:** [Duration, e.g., 45 minutes]
- **Platform:** [Zoom/Google Meet/Microsoft Teams]
- **Meeting Link:** [\[Insert Link Here\]](#)

If you have any trouble joining the call or need to reschedule due to the time difference, please let us know as soon as possible.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]