

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have reviewed your application and would like to invite you to an initial screening interview.

Due to the difference in time zones, please find the scheduled details below in both your local time and our office time:

- **Date:** [Date]
- **Your Local Time ([Candidate Time Zone]):** [Time]
- **Company Local Time ([Company Time Zone]):** [Time]
- **Duration:** [e.g., 30 minutes]
- **Interviewer:** [Interviewer Name]

Meeting Link: [\[Video Call URL\]](#)

The purpose of this call is to discuss your background, your experience related to the role, and to answer any questions you may have about our company.

Please confirm if this time works for you by replying to this email. If you need to reschedule, please let us know as soon as possible so we can find an alternative time.

We look forward to speaking with you.

Best regards,

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