

Subject: Interview Confirmation - [Candidate Name] - [Position Name]

Dear [Candidate Name],

Thank you for your interest in the [Position Name] role at [Company Name]. We are pleased to invite you to a virtual interview to discuss your application further.

To account for the time difference between our locations, please find the confirmed schedule below:

- **Date:** [Date]
- **Your Local Time ([Candidate Timezone]):** [Start Time] - [End Time]
- **Interviewer's Local Time ([Company Timezone]):** [Start Time] - [End Time]
- **Virtual Meeting Link:** [Insert Zoom/Teams/Google Meet Link]
- **Meeting ID/Passcode (if applicable):** [Details]

Interview Details:

You will be meeting with [Interviewer Name], [Interviewer Job Title]. The session is expected to last approximately [Duration] minutes. Please ensure you have a stable internet connection and a quiet environment for the duration of the call.

Preparation:

If you have any updated documents or a portfolio you would like to share prior to the meeting, please reply to this email. Should you encounter any technical difficulties at the start of the interview, please contact [Contact Person] at [Phone Number/Email].

Please click the button below or reply to this email to confirm your attendance.

We look forward to speaking with you.

Best regards,

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