

Subject: Confirmation of Multi-Stage Virtual Interview - [Candidate Name]

Dear [Candidate Name],

We are pleased to invite you to the virtual interview process for the [Job Title] position at [Company Name]. This process will consist of [Number] stages conducted via [Platform Name, e.g., Zoom/Teams].

To accommodate different time zones, please find the detailed schedule below. All times are listed in both the Interviewer's local time and your local time.

Interview Schedule

Stage 1: [Stage Name, e.g., Technical Assessment]

Date: [Date]

Interviewer Time: [Time] [Interviewer Time Zone]

Your Local Time: [Time] [Candidate Time Zone]

Meeting Link: [Link]

Stage 2: [Stage Name, e.g., Hiring Manager Interview]

Date: [Date]

Interviewer Time: [Time] [Interviewer Time Zone]

Your Local Time: [Time] [Candidate Time Zone]

Meeting Link: [Link]

Stage 3: [Stage Name, e.g., Team Meet & Greet]

Date: [Date]

Interviewer Time: [Time] [Interviewer Time Zone]

Your Local Time: [Time] [Candidate Time Zone]

Meeting Link: [Link]

Preparation Checklist

- Ensure a stable internet connection.
- Test your camera and microphone on [Platform Name] prior to the start time.
- Have a digital copy of your portfolio or resume ready for screen sharing if required.

If you encounter any technical difficulties or need to reschedule due to the time difference, please contact [Contact Person Name] at [Email Address/Phone Number] as soon as possible.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]