

Dear [Freelancer Name],

Thank you for your interest in the [Project Name/Job Title] role. We have reviewed your profile and would like to invite you to a virtual interview to discuss this opportunity further.

To accommodate our different time zones, we have scheduled the meeting for:

- **Date:** [Date]
- **Your Local Time ([Freelancer City/Timezone]):** [Time]
- **Our Local Time ([Company City/Timezone]):** [Time]
- **Platform:** [Zoom/Google Meet/Skype]
- **Meeting Link:** [\[Link\]](#)

Interview Details:

- **Interviewer(s):** [Name and Title]
- **Duration:** [e.g., 45 minutes]
- **Agenda:** [Briefly mention portfolio review, technical test, or general Q&A]

Please confirm if this time works for you. If you need to reschedule, please let us know at least 24 hours in advance so we can find a new slot that works for both time zones.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]