

Subject: URGENT: Interview Confirmation - [Candidate Name] - [Job Title]

Dear [Candidate Name],

We are pleased to confirm your interview with [Client Company Name] for the urgent contract role of [Job Title].

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Video Link / Phone Number / Office Address]
- **Interviewers:** [Interviewer Names and Titles]

**Preparation Requirements:**

[List any specific tasks, e.g., have your portfolio ready, prepare for a live coding test, or log in 5 minutes early.]

This is a high-priority requirement, and the client is looking to make a selection quickly. Please reply to this email immediately to confirm your availability for this time slot.

If you have any questions before the meeting, please call me directly at [Your Phone Number].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]