

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

Dear [Candidate Name],

We are pleased to confirm your virtual interview for the contract position of [Role Name] with our client, [Client Company Name].

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** Video Conference
- **Meeting Link:** [Insert Link, e.g., Zoom/Teams/Google Meet]
- **Meeting ID/Passcode:** [If applicable]

Interviewers:

- [Interviewer Name], [Job Title]
- [Interviewer Name], [Job Title]

Preparation:

- Please ensure you have a stable internet connection and a functional webcam/microphone.
- Log in to the meeting link 5 minutes prior to the scheduled start time.
- Have a digital copy of your resume and any relevant project portfolios ready for reference.

If you have any technical difficulties or need to reschedule, please contact me immediately at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]
[Your Title]
[Your Agency/Company Name]