

Subject: Interview Confirmation and Presentation Requirements - [Job Title]

Dear [Candidate Name],

Congratulations. We are pleased to inform you that you have been shortlisted for an interview for the position of [Job Title] at [Company Name].

Your interview has been scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Virtual Meeting Link]
- **Interviewer(s):** [Names and Titles]

**Presentation Requirements:**

As part of the interview process, we would like you to prepare a short presentation. Please find the details below:

- **Topic:** [Topic Name/Description]
- **Duration:** [Number] minutes
- **Format:** [e.g., PowerPoint, PDF, or Verbal]

Please send a copy of your presentation slides to [Email Address] by [Time/Date] so that we may have them ready for your session.

Please confirm your attendance by replying to this email by [Deadline Date/Time]. If you have any questions or require any special accommodations, please let us know.

We look forward to meeting with you.

Best regards,

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