

Subject: Confirmation: Informal Meeting - [Candidate Name]

Hi [Candidate Name],

It was great speaking with you earlier. This email is to confirm the details for our upcoming informal meeting.

This will be a casual conversation to learn more about your background and to share more about our team and the [Job Title] role. There is no need for formal preparation.

Meeting Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Meeting With:** [Name of Interviewer/Team Member]

If you have any questions or need to reschedule, please let me know.

Looking forward to it!

Best regards,

[Your Name]

[Your Title]

[Company Name]