

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

Dear [Candidate Name],

We are pleased to invite you to interview for the position of [Job Title]. We look forward to learning more about your skills and experiences.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Virtual Link / Physical Address]
- **Interviewers:** [Names and Titles of Interviewers]

**Accessibility and Neurodivergent Support:**

We are committed to providing an inclusive recruitment process. To support you in performing at your best, we offer the following standard accommodations:

- **Interview Questions:** We can provide the interview questions [Number] minutes/hours in advance.
- **Visual Aids:** We can provide a written agenda or visual presentation during the meeting.
- **Communication Style:** Our interviewers aim to use direct language and avoid ambiguous metaphors.
- **Breaks:** You are welcome to request a short sensory or movement break at any time.

**Next Steps:**

Please confirm your availability for this time. Additionally, please let us know if you would like to utilize any of the supports listed above, or if there are other specific accommodations (such as closed captioning, camera-off options, or specific environmental adjustments) that would be helpful for you.

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]