

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

Dear [Candidate Name],

Congratulations on reaching the final stage of the recruitment process for the **[Job Title]** position with our client, **[Client Company Name]**.

We are pleased to confirm your interview details as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Meeting Link]
- **Interviewers:** [Names and Job Titles]

**Accessibility Accommodations:**

As per our previous discussion, we have arranged the following accommodations to ensure an accessible interview environment:

- [Specific Accommodation 1, e.g., Sign language interpreter]
- [Specific Accommodation 2, e.g., Document formats in large print]
- [Specific Accommodation 3, e.g., Wheelchair accessible entrance and room]

Please let us know if there are any further adjustments needed or if you have any questions regarding these arrangements.

**Preparation:**

[Optional: Insert brief instructions regarding presentations, ID requirements, or specific topics to prepare].

Please reply to this email to confirm your attendance.

Best regards,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]

[Phone Number]

[Email Address]