

Subject: Interview Confirmation - Sign Language Interpreter Role

Dear [Candidate Name],

We are pleased to invite you to interview for the Sign Language Interpreter position at [Company Name].

Interview Details:

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

Accessibility Accommodations:

To ensure an accessible and equitable interview process, we have arranged the following accommodations as requested:

- [Accommodation 1, e.g., Designated Co-Interpreter for the session]
- [Accommodation 2, e.g., Video platform with high-definition capability and pinning features]
- [Accommodation 3, e.g., Provision of prep materials/terminology list 24 hours in advance]

If you require any additional adjustments or have specific technical requirements regarding the setup, please let us know by [Date].

Please confirm your receipt of this email and your attendance at the scheduled time.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]