

Subject: Confirmation of Virtual Interview - [Candidate Name]

Dear [Candidate Name],

We are pleased to confirm your virtual interview for the [Job Title] position at [Company Name].

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Platform:** [Link to Zoom/Teams/Google Meet]
- **Interviewers:** [Name and Title of Interviewers]

**Accessibility and Accommodations:**

As requested, we have arranged the following accommodations for your interview: [List specific accommodations, e.g., closed captioning, extended time, sign language interpreter].

If there are any additional adjustments needed or if you encounter any technical difficulties during the session, please contact [Contact Person Name] at [Phone Number/Email Address].

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]