

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

Dear [Candidate Name],

We are pleased to confirm your interview for the position of [Job Title]. We look forward to meeting with you and discussing how your skills align with our team.

Interview Details:

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

Accessibility Accommodations:

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

- [List accommodation, e.g., Digital documents provided in screen-reader accessible format]
- [List accommodation, e.g., Verbal descriptions of all visual presentations]
- [List accommodation, e.g., On-site guide for navigation or physical assistance]
- [List accommodation, e.g., Use of high-contrast materials or specific lighting]

If you require any additional materials or further adjustments prior to the interview, please let us know by [Deadline Date].

For your convenience, we have attached [List any attachments, such as the agenda or company map] in a text-based format.

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Email Address]