

Provisional Interview Appointment Email

Subject: Provisional Interview Schedule â€” [Company Name]

Dear [Candidate's Name],

Thank you for your application for the [Position Title] role at [Company Name]. We are pleased to provisionally schedule an interview with you. Please note that this interview slot will be confirmed once we finalize the interview panel.

Tentative details:

Date: [Proposed Date]

Time: [Proposed Time]

Venue/Platform: [Details]

We will confirm the appointment no later than [Confirmation Date]. Please keep this time available in the meantime.

Best regards,

[Your Name]

[Your Job Title]

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