Provisional Interview Schedule Letter

Subject: Preliminary Interview Schedule
Dear [Candidate's Name],
We would like to schedule a preliminary interview for the [Position Name] position at [Company
Name]. This initial discussion will help us understand your background and suitability.
Proposed date and time: [Date], [Time]. The final interview schedule will be confirmed upon you
availability.
Please acknowledge your availability at your earliest convenience.
Regards,
[Your Name]
[HR Department]
[Company Name]

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