

Job interview invitation email confirmation

Subject: Interview Schedule Confirmation

Dear [Candidate Name],

Congratulations! You have been shortlisted for an interview for the role of [Position] at [Company Name].

The interview is scheduled for [Date] at [Time] via [Zoom / Teams / On-site]. Please reply to this email confirming your attendance.

We look forward to speaking with you.

Regards,

[HR Name]

[Company Name]

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