

Email Subject: (COMPANY NAME) Interview Confirmation

Hi (FIRST NAME),

This email confirms your interview for (POSITION TITLE) with (COMPANY NAME) at (DATE, TIME, TIME ZONE). You'll interview with (INTERVIEWER NAME) for approximately (LENGTH OF INTERVIEW).

Here's what to expect during your interview:

(DESCRIBE IN THREE TO SIX BULLET POINTS THE INTERVIEW AGENDA)

We're excited to meet with you. If you have any questions, please feel free to reach out to me directly.

(INCLUDE VIDEO CALL LINK, PHONE NUMBER, OR ADDRESS)

Thank you.

(YOUR NAME AND TITLE)