

Email Subject: Interview Confirmation for [POSITION TITLE] at [COMPANY NAME]

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]

[TITLE]

[COMPANY NAME]

[EMAIL ADDRESS]

[COMPANY WEBSITE]