**Candidate Interview Confirmation Email Template**

***Subject Line:***  Confirmation of your video interview with **[INTERVIEWER NAME]** from **[COMPANY NAME]**

Hi **[FIRST NAME]**,

Thank you for applying to the **[JOB TITLE]**position at **[COMPANY NAME]**.

I am pleased to inform you that we have reviewed your application and would like to invite you to attend a video interview with **[INTERVIEWER]**, our **[INTERVIEWER JOB TITLE]**.

So we can get to know you better, the interview will be conducted over video using **[VIDEO CONFERENCING PLATFORM]** and last about **[LENGTH OF INTERVIEW]** in total.

It will require you to download the platform from **[ENTER LINK]** and create your own login.

We want you to be able to plan accordingly, so we’ve provided a list of date and time options over the next week.

**[DAY, DATE – TIME, TIME ZONE]**

**[DAY, DATE – TIME, TIME ZONE]**

**[DAY, DATE – TIME, TIME ZONE]**

Please let us know your preferred day and time, and what name we will find you under on [enter platform name].

We’re looking forward to continuing the conversation.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**