

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to participate in a video interview as part of our recruitment process.

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time] ([Time Zone])
- **Duration:** Approximately [Duration]
- **Platform:** [e.g., Zoom, Microsoft Teams, Google Meet]

Access Instructions:

1. Click on the following link at your scheduled interview time:
[\[Meeting Link\]](#)
2. Meeting ID: [Meeting ID] (if applicable)
3. Passcode: [Passcode] (if applicable)

Please ensure you have a stable internet connection and access to a device with video and audio capabilities for the interview. If you have any questions or need to reschedule, do not hesitate to contact us at [Contact Email/Phone Number].

We look forward to speaking with you and learning more about your background and experiences.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]