

Provisional Interview Schedule Letter

Subject: Preliminary Interview Schedule

Dear [Candidate's Name],

We would like to schedule a preliminary interview for the [Position Name] position at [Company Name]. This initial discussion will help us understand your background and suitability.

Proposed date and time: [Date], [Time]. The final interview schedule will be confirmed upon your availability.

Please acknowledge your availability at your earliest convenience.

Regards,

[Your Name]

[HR Department]

[Company Name]

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