

Job Interview Confirmation

Dear [Candidate's Name],

We are pleased to inform you that your interview for the position of [Job Title] at [Company Name] has been scheduled.

Date: [Date]

Time: [Time]

Location: [Address or Online Link]

Please confirm your availability for this appointment at your earliest convenience.

Looking forward to meeting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]