

Interview Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to confirm your interview for the [Position Title] position at [Agency Name]. Below are the details of your scheduled interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Address or specify if it is a virtual interview with a link]
- **Interviewer(s):** [Insert Interviewer Names]

Please arrive at least 10 minutes early and bring a copy of your resume and any other relevant documents.

If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

We look forward to meeting you!

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]