

Appointment Confirmation for Job Interview

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: [Location or Virtual Link]

Please confirm your availability for the above-mentioned date and time by replying to this email.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]