

Appointment Confirmation Reminder

Dear [Candidate's Name],

We are writing to confirm your upcoming interview for the [Job Title] position at [Company Name]. Please find the details of your interview below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Virtual Link]
- **Interviewer(s):** [Interviewer Names]

Should you have any questions or if you need to reschedule, please do not hesitate to reach out.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]