

Affirmation of Job Interview Attendance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to confirm my attendance for the job interview scheduled on [Insert Interview Date] at [Insert Interview Time]. I am very much looking forward to the opportunity to discuss my qualifications for the [Insert Job Title] position.

Thank you for this opportunity, and I look forward to meeting you and the team.

Sincerely,

[Your Name]