

Confirmation of Interview Appointment

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to confirm your interview appointment for the position of [Job Title] at [Company Name]. Below are the details of your interview:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Location:** [Insert Location or specify if it's a virtual interview]
- **Interviewer:** [Insert Interviewer's Name and Job Title]

Please reply to this email to confirm your attendance. If you have any questions or need to reschedule, feel free to reach out.

We look forward to meeting you.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]