

Candidate Confirmation for Recruitment Process

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to confirm your participation in the recruitment process for the position of [Job Title] at [Company Name].

Your interview is scheduled for [Insert Date and Time]. It will take place at our office located at [Office Address]. Please bring [any required documents] with you for the interview.

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

We look forward to meeting you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]