

Date: [Insert Date]

To: [Candidate's Name]

Subject: Interview Date Confirmation

Dear [Candidate's Name],

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

**Date:** [Insert Interview Date]

**Time:** [Insert Interview Time]

**Location:** [Insert Interview Location]

**Interviewer(s):** [Insert Interviewer's Name(s)]

Please let us know if you have any questions or if you need to reschedule.

Looking forward to meeting you!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]