

Interview Confirmation Letter

Dear [Applicant's Name],

RE: Interview Confirmation

I am writing to confirm your upcoming interview for the position of [Position Title] at [Company Name]. We appreciate your interest in our organization and would like to inform you that you have been shortlisted for an interview.

Details of the interview are as follows:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Location]

We kindly request that you arrive at least 10 minutes prior to your scheduled interview time. The interview process is estimated to take approximately [duration] and will include [specific details about the interview format or activities, if applicable].

Please bring the following documents with you on the day of the interview:

1. Updated resume/CV
2. List of references
3. Any relevant certifications or supporting documents

If you have any special requirements or need any accommodations during the interview process, please let us know in advance so that we can make the necessary arrangements.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

We look forward to meeting you in person and discussing your qualifications further. Thank you for considering [Company Name] as your potential employer.

Best regards,

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]