

Interview Confirmation Notice

Dear *[Applicant Name]*,

We are pleased to inform you that your interview for the position of *[Position Title]* has been scheduled as follows:

- **Date:** *[Interview Date]*
- **Time:** *[Interview Time]*
- **Location:** *[Interview Location]*
- **Contact Person:** *[Contact Name]*

Please confirm your attendance by replying to this notice or by contacting us at *[Contact Email/Phone]*.

Thank you and we look forward to meeting you.

Your Confirmation Reply:

Send Confirmation

Sincerely,

[Your Company Name]