

Job Interview Appointment Reminder Email

Subject: Reminder – Interview Scheduled on [Date and Time]

Dear [Candidate's Name],

This email is to remind you of your interview with [Company Name] scheduled for [Date] at [Time].

The interview will take place at [Location] or via [Video Platform Link].

Please ensure you are available and have all required documents ready, including your resume and identification. If you have any questions or need to reschedule, kindly let us know as soon as possible.

We look forward to meeting you and discussing your potential with our team.

Best regards,

[HR Representative's Name]

[Company Name]

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