

Formal Job Interview Confirmation Letter

Subject: Confirmation of Interview Appointment

Dear [Candidate Name],

This is to confirm your interview for the position of [Job Title] at [Company Name] scheduled on [Date] at [Time]. The interview will be conducted at [Location], and you are requested to bring the necessary documents including your resume and identification.

Please acknowledge receipt of this letter to confirm your attendance. We look forward to meeting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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