

## Follow Up Job Appointment Letter

Dear [Applicant Name],

I am writing to confirm your follow-up job appointment with [Company Name] on [Date] at [Time] at our office located at [Office Address].

During your previous interview, we had a chance to discuss your qualifications and experience for the position of [Position Name]. We were impressed with your skills and enthusiasm, and we are excited to meet with you again to further discuss your candidacy.

Please be sure to bring any additional materials that you would like to share with us, such as your portfolio, references, or certifications. If you have any questions or concerns, please do not hesitate to contact us at [Company Phone Number] or reply to this email.

We look forward to seeing you again and learning more about how you can contribute to our team.

Best regards,

[Your Name]

[Hiring Manager or HR Representative]

[Company Name]