

Interview Attendance Confirmation Letter

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

RE: Interview Attendance Confirmation

I am writing to confirm your scheduled interview for the position of [Position Title] at [Your Company Name]. We appreciate your interest in joining our team and look forward to meeting with you.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Venue Address]

Parking: [Parking Instructions, if applicable]

Please ensure that you arrive on time and are prepared to discuss your qualifications, experiences, and how you believe you can contribute to our company's success. During the interview, we will also provide you with more information about the role, our company culture, and answer any questions you may have.

If for any reason you are unable to attend the interview at the specified date and time, please

contact us at [Your Phone Number] or [Your Email Address] as soon as possible to reschedule. We understand that unforeseen circumstances may arise, and we are more than willing to accommodate changes when necessary.

To help us better prepare for your interview, kindly confirm your attendance by replying to this email or calling us at [Your Phone Number] by [Confirmation Deadline].

We appreciate your interest in joining our team and are excited to learn more about you. Thank you for considering [Your Company Name] as your potential employer.

Best regards,

[Your Full Name]

[Your Title]

[Your Company Name]

[Your Contact Information]