

Formal and Professional Interview Attendance Confirmation Letter

Subject: Confirmation of Interview Attendance

Dear [Candidate Name],

We are pleased to confirm your scheduled interview for the position of [Position Title] on [Date] at [Time]. The interview will be held at [Location/Platform if virtual].

Please arrive 10–15 minutes early and bring any necessary documents such as your resume, identification, and portfolio (if applicable). Should you have any questions or need to reschedule, kindly contact us at [Contact Information].

We look forward to meeting you.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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