## **Informal and Friendly Interview Confirmation Email**

Subject: Your Interview Confirmation
Hi [Candidate Name],
Just a quick note to confirm your interview for the [Position Title] role on [Date] at [Time]. We'll meet
at [Location/Zoom link if virtual].
Excited to chat with you! Let us know if anything changes.
Cheers,
[Your Name]

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https://www.lettersandtemplates.com/letters/interview-attendance-confirmation-letter