

Official Letter for Online Interview Confirmation

Subject: Online Interview Attendance Confirmation

Dear [Candidate Name],

We are confirming your participation in the virtual interview for the [Position Title] position, scheduled on [Date] at [Time]. The session will be conducted via [Zoom/Microsoft Teams/Other Platform].

Please ensure you have a stable internet connection, a quiet environment, and the necessary documents ready. Confirm your attendance by replying to this email.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

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