Interview confirmation email template | Workable

**Email subject line:** Confirmation for interview – [*Company\_name*] / Interview with [*Company\_name*] for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

I would like to confirm your interview for the [*Job\_title*] position. At this meeting, we’ll have the chance to [*e.g. discuss your assignment*] and get to know you a bit better. Below are the details of your interview:

**When:** [*date and time, e.g. Thursday, May 25, at 11 a.m*] – the estimated duration is [*e.g. 30*] minutes

**Where:** [*full address, e.g. 33 Farnsworth Street, 4th Fl, Boston, MA 02210 - if necessary, include a link with the specific location on the map and/or directions*]

**Who:** [*name and job title of the interviewer*]

Keep in mind that you’ll need your ID, as the security guard will ask for it at the front desk. If you plan to drive, there is a parking lot next to our office that you may use.

Feel free to contact me via email or at [*e.g. 1-444-555-2222*], if you have any questions.

I look forward to meeting with you and discussing this job opportunity at [*Company\_name*].

All the best / Kind regards,

[*Your name*]

[*Signature*]