



[Company Logo Delete or Replace]

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Interview Confirmation Email

Interview confirmation email template

Email subject line: Interview with [Company name] for the [Job title] position

Email body:

Dear/Hi [Candidate Name]

We are pleased to confirm your interview for the position of [job position]. Your interview will take place with [interviewer details — full name and job title] on [date, time, duration and time zone, for example, Monday, March 15, 10am-11am EST]. Our office is located at [full address, for example, 1415 Georgia Avenue, Suite 202]. For detailed directions, please click here [insert directions link]. [Add any other location details, such as access to the building or identification card requirement].

During this meeting, we will [outline the format of the interview and mention possible topics]. If you have any questions, please feel free to contact me by email [email info] or at [phone number].

We look forward to meeting with you and discussing this opportunity at [company name] further.

Best/Kind regards,

[full name and signature]



[Company Logo Delete or Replace]

Interview confirmation email sample

Email subject line: Interview with Star Enterprises for the Project Manager position

Dear Alice Smith,

I am pleased to confirm your interview for the position of Project Manager. Your interview will take place with Stuart Lane, Team Manager, on Monday, August 14, 10am-11am EST. Our office is located at 1234 Brick Street. Please make sure to have an identification card on hand to show our security guard at the entrance.

Please see the details of your interview below:

Project Manager interview w/ Stuart Lane, Team Manager

Date: Monday, August 14, 10am-11am EST

Location: 1234 Brick Street

Details: To access the building, please show an identification card to our security guard at the entrance.

During our meeting, we will discuss your qualifications and look over 10 samples in your portfolio. If you have any questions beforehand, please feel free to contact me by email or phone at (111) 222-3333.

We look forward to meeting with you and further discussing this job opportunity at Star Enterprises.

Kind regards,

Stuart Lane
Star Enterprises
Team Manager

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