

< Employer Name >

< Date >

< Address >

Dear < Applicant >,

I am writing to confirm that an interview has been arranged for you as follows:

Date: < Date of Interview >
Time: < Time of Interview >
Venue: < enter details of venue >

Please confirm your attendance and If you have any queries please contact < insert a contact detail >.

Yours sincerely

<signature>

< Employer name >