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

Dear [Candidate Name],

On behalf of [Company name], I would like to confirm your interview for the [Job title] position. Below are the details of the interview:

When: [Date and time e.g. Monday, May 11, at 9:30 a.m.] The estimated duration of the interview is [XX] minutes.

Where: [Full address *–* Optional: include a link of the specific location on a map and/or directions].

Who: [Name(s) and Job title(s) of interviewer(s)]

Please bring along your resume and portfolio for review. You may park in the parking lot located next to our building.

We look forward to meeting with you to discuss your suitability for the role.

If you have any questions, please do not hesitate to contact me via email or telephone at [1 (555) 123-4567] during our office hours.

Kind regards / Best wishes,

[Your name]

[*S*ignature]