**FINAL INTERVIEW CONFIRMATION LETTER**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear [APPLICANT NAME],

* We would like to confirm your final interview for the position of [POSITION]. The final interview shall be as per the schedule given below.
* DATE
* TIME
* VENUE

Please let us know a business day in advance in case you will not be able to attend the interview as per stated schedule.

Please acknowledge the email correspondence.

Wish you all the best!

Regards,

YOUR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_