Second interview confirmation email template

Subject line: Confirmation for second interview – [*Company\_name*]

Hi [*Candidate\_Name*],

Just a quick confirmation for your interview for the [*Job\_title*] position.

This meeting will be a good chance to [*e.g. discuss your new position*] and get to know you a little bit better.

Below are the details of your interview:

When: [*date and time, e.g. Thursday, July 23, at 10 a.m.*] – the estimated duration is [*e.g. 40*] minutes

Where: [*full address and link with the specific location and/or directions*]

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

Don’t forget your ID, as the security guard will ask for it at the front desk. If you are driving feel free to use the parking lot next to our office.

Please, contact me via email or at [*e.g. 555-6666*], if you have any further questions.

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

See you soon,

[*Your name*]

[*Signature*]