Interview 1 Confirmation Template

Dear []

Thank you for taking the time to interview with us for the position of [].

We confirm that the interview will take place on [] at [] at [] and you will be meeting with [] whose position in the business is []. Please refer to the attached map so that you are able to locate us more easily.

Please bring with you to the interview your passport for identification purposes and also to validate your ‘right to work’ status in Australia.

We very much look forward to meeting with you on []. If you wish to contact us prior to this meeting you can contact us on [] or [].

Yours sincerely,

[]

[Title]