To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Confirmation Letter for Job Interview**

Dear Mr./Mrs.[name of Recipient],

This is to inform you that your interview for the job post of [mention job post/title] is confirmed on [mention day, date and time]. This interview will be conducted by our recruitment board that consists of [mention number of members on the recruitment board].

I would like to tell you that the duration of this interview can be anywhere from 50 to 60 minutes. Make sure to be on time and don’t forget to bring your relevant documents and credentials with you.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]