**HIRING MANAGER/ADMIN SEND TO CANDIDATE VIA EMAIL**

**To: Candidate**

**From: Recruiter/Hiring Manager/Department Contacts/Admin**

**CC: Department Recruiting Assistants**

**Subject: CMU On-Campus Interview Confirmation - [POSITION TITLE]**

Hello!

Thank you for your continued interest in the [INSERT POSITION]. We are looking forward to speaking with you soon! This email is a confirmation of your interview which will take place on [INSERT DATE] at [INSERT TIME]. Please note that this is an in-person interview and will be located on CMU's campus.

For your convenience, we've provided our address and parking information at the bottom of this email. See attachments for further information.

**Interview Agenda:**

**Date**

**Time**

* Name, Title, Department/Division
* Name, Title, Department/Division

**Date**

**Time**

* Name, Title, Department/Division
* Name, Title, Department/Division

If you have any questions prior to the interview, please feel free to call contact me at the [INSERT EMAIL] or [PHONE]. Thanks again for your interest in CMU and we look forward to seeing you soon.

**Interview Address:**

Building Name

Address Line 1

Address Line 2

**Suggested Parking/Address:**

Parking Garage/Lot Name

Address Line 1

Address Line 2

Thank you,