

INTERVIEW CONFIRMATION

Insert your own letterhead

Insert Date

Dear Candidate,

This letter will serve to confirm that an interview for the _____ (title)
position in the _____ (department, municipality or district)
has been scheduled for you on:

Insert Date, time, place

Should you have a conflict with your scheduled appointment you must notify _____ (name)
_____ at (phone #) immediately. Your failure to appear for the interview or to reschedule
will be interpreted as your lack of interest in the position and you will be deemed to have declined
the position. If you wish to decline the position before or after the interview, we enclose herein a
letter to sign and return to the Niagara County Civil Service office at 111 Main Street - Suite G2,
Lockport, New York 14094. If you have any questions regarding this or any other eligible lists
that you are on, please contact Niagara County Civil Service at 438-4071.

Please complete the enclosed application and return it to this office along with a current resume.
We will provide you with a complete description of the position and its responsibilities at the
interview. Thank you for your interest in employment with us and we look forward to meeting
with you.