**Candidate Name,**

This is to confirm your interview on **month, day** for the **position title** vacancy in **department name** at Washington State University.  The position description is attached. Please review it prior to the interview.

Details below:

**Location:**

**(Replace HRS info with your department location info)**

Human Resource Services

Washington State University

French Administration Building, Room 139

509-335-4521

**Time**:

**Start time-End time**

Interview with **department name** staff:  **staff member names & titles**

(If applicable)

**Start time-End time**

Interview with **department director**

(If applicable)

I have mailed a parking permit to you for your use.  Parking information and the WSU campus parking map can be found at:  <http://www.parking.wsu.edu/Map>

Please contact me if you have any questions.

Thank you

**Sender Name, Title, & Contact Information**