

INTERVIEW ACCEPTANCE EMAIL EXAMPLE

Subject: [Your Name in Full] – Interview Acceptance

Dear Mr. / Mrs. [Last Name of the Recipient],

It was a great pleasure talking to you on the phone yesterday. I accept and confirm your interview invitation to me for the position of [mention Job Title]. I would also like to thank you for providing me with this chance. I ensure you that not only my qualification and expertise, but my dedication to the work will make me a suitable candidate for this job.

This is to confirm that as per your instructions, I have to come to the [Location] office by [mention Time] at [mention Day & Date]. There I will meet Mr. / Mrs. [name of the Interviewer/Recruiter] who will conduct the interview. I have to bring [names of Documents & Papers] with me. If there is anything else that you want me to bring, please make sure to let me know in advance.

Once again, thanks a lot for providing me with this opportunity. I am very excited about the job and looking forward to the upcoming interview.

Best Regards,

[Sender's Name]

[Sender's Contact Details]