

INTERVIEW CONFIRMATION EMAIL SAMPLE

Subject: Interview Confirmation for the Position of [Job Title] – [Your Name in Full]

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

I am very grateful to you for inviting me for an interview for the position of [Job Title] in [Organization Name]. Mr. / Mrs. [Name of the Person] called/email me yesterday and informed me about all the arrangements for the interview. As per his/her instructions, I have to come for the interview on [mention Date] at [mention Time] and meet Mr. / Mrs. [Name of the Recruiter/Interviewer].

I just want to let you know that I am very excited about this job. I hope I will get a great chance to improve my skills and abilities in this job. Not only will it be a great learning experience for me, but my dedication and hard work will also be beneficial for the organization. Moreover, I will surely prove to be of great value to the organization.

If there is anything that I need to bring with me, please let me know about that. Thanks a lot once again for providing me with this chance.

Best Regards,

[Sender's Name]

[Sender's Contact Details]