

Friendly email confirming interview schedule

Subject: Interview Confirmation " [Position Name]

Hi [Interviewer's Name],

Thank you for inviting me to interview for the [Position Name] role. I'm happy to confirm that I will attend on [Date] at [Time].

Looking forward to our conversation and learning more about the team.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/interview-acknowledgement-letter>