Official acknowledgement for corporate HR communication

Subject: Acknowledgement of Interview Schedule â€" [Position Name]

Dear [HR Manager's Name],

This is to formally acknowledge receipt of the interview schedule for the [Position Name] role at [Company Name]. I confirm my availability on [Date] at [Time] and appreciate the opportunity to discuss my qualifications.

Thank you for your consideration.

Sincerely,

[Your Name]

Get more templates here:

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