

Job Interview Acceptance Letter with Confirmation of Attendance

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Interviewer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Interviewer's Name],

I am writing to formally accept your invitation to interview for the [Job Title] position at [Company Name]. I am grateful for this opportunity and would like to confirm my attendance at the scheduled interview on [Date] at [Time], to be held at [Location/Online Platform, if applicable].

Please let me know if there are any materials or documents you would like me to bring, or any specific preparations required ahead of our meeting. If there are any changes to the schedule or further instructions, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you again for this opportunity. I look forward to meeting with you and discussing how my skills and experiences align with the needs of your team.

Sincerely,
[Your Name]