Job Position Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to confirm my interest in the [Job Title] position at [Company Name] as discussed during our recent conversation on [Date]. I am excited about the opportunity to contribute to your team and bring my skills in [specific skills or experiences relevant to the position].

Please let me know if you need any further information from my side. I look forward to hearing from you regarding the next steps in the hiring process.

Thank you for considering my application.

Sincerely,

[Your Name]