

Interview Confirmation Acknowledgment

Dear [Interviewer's Name],

Thank you for the opportunity to interview for the [Job Position] at [Company Name]. I am writing to confirm my interview scheduled for [Date] at [Time]. I appreciate the chance to discuss my qualifications and learn more about the team.

Please let me know if there are any materials I should prepare or review prior to our meeting.

Thank you once again for the opportunity. I look forward to speaking with you.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]