**COMPANY APPOINTMENT LETTER**

Mr. Scott Sprague

453 Northsides Drive Street

Los Angeles, CA, USA

Date: 14th December 20XX

Subject: Appointment Confirmation letter.

Dear Sir,

This letter is in reference to the interview call that I received this morning from your organization for the position of Instructional designer. I confirm that I would be there in your office at 10 o’clock on 17th December 20XX for a personal interview session.

It is my honor to be invited in your organization for a personal interview. I want to thank you for considering my profile as suitable for this designation.

I assure you, that if I get an opportunity to become a part of your esteemed organization I will work towards the development of the organization and will put in all my hard efforts to complete my duties and responsibilities.

I am looking forward for the interview and a positive outcome.

Thanks for your consideration.

Yours’ sincerely

Jason Doyle