Interview Confirmation Email Letter

Subject: Interview Confirmation for (Job Title) – (Your Name)

Hi (Inviter’s Name),

Great to hear back from you. Thanks for the opportunity. I’m excited to meet you on Wednesday, May 21 3PM at Unit 36F XYZ Offices Main St.

This talk will help me learn more about the role and your company’s culture, and time permitting, share some of my ideas with you.

*I have a few questions though about this meeting:*

· How much time do you estimate this whole process will take? I ask so I can prepare to take a leave at work if needed

· Can I bring a laptop? If not, will I have access to a computer to show you my work?

· Who else will interview me aside from you? What will be the format of this discussion?

· Aside from my resume, is there something else I should bring with me?

I hope you can help me clarify these points.

Looking forward to meeting you!

Regards,

(Your Name)

(Contact Number)”