

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company/ Organization

Address of Company/ Organization

Subject: Acknowledgment of Invitation for Interview

Dear ABC,

Thank you for inviting me for an interview for the position of Associate Engineer (Write the job position) at Microsoft (Write the name of the company).

I am thankful for the opportunity that you have given me. I am looking forward to meeting with Mr. Adam (Name of the Person, if specified) on May 4th, 2021 (Write the date of the interview). I will reach the office (Write the venue of the interview) at 10 am (Write the time of the interview).

Sincerely,

(Signature)

Sender's Full Name