

## SAMPLE INTERVIEW CONFIRMATION LETTER

3225 Walter Way  
Green Bay, WI 54311

October 24, 20XX

Ms. Rebecca Smith  
Human Resources Generalist  
Schenck SC  
200 East Washington Street  
Appleton, WI 54911

Dear Ms. Smith:

Thank you for extending the offer for an interview. I am enthusiastic about the opportunity to meet with you and further discuss the Staff Accountant career opportunity. Given your organization's emphasis on teamwork, quality customer service and well-developed communication skills, my career goals are a match with your organization's needs.

As discussed, I will arrive at your Appleton office by 2:00 p.m. on Monday, October XX for an orientation meeting and discussion of my interview schedule. I will bring my completed application for employment at this time. At your request, I will keep track of my travel and accommodation expenses. These expenses and receipts will be submitted to you at the completion of my visit for reimbursement.

Thank you again for the opportunity to interview with Schenck SC and for the thoughtful consideration of my qualifications. If you have additional questions, please contact me at (920) 465-XXXX. I look forward to meeting you next week.

Sincerely,

*Andrew L. Connors*

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