

## INTERVIEW ACCEPTANCE LETTER

### **Included:**

Introduction

Interview Acceptance Letter Tips

Sample Interview Acceptance Letter

Interview Acceptance Letter Template

## Introduction

An interview acceptance letter is a letter written by a prospective interviewee and employee to a company that has agreed to see him or her for an interview. Interview letters are written by the person who has applied for the interview whereas receipt-of-resume letters are written by the one who will be interviewing him. Such letters are extremely short letters that last only about a paragraph. As opposed to other letters, like an advice letter, interview acceptance letters are to be written very concisely.

The writer should thank the company for their acceptance of his application for the interview or for calling him for the interview [as the case may be] and assure them that he will deliver as his credentials have promised.

## Interview Acceptance Letter Tips

Some tips to write a good interview acceptance letter:

- Always keep the expanse of the letter short and concise. Never be too thankful or grateful for the interview call.
- Never go into the details of your qualification or education much. Remember that this is an interview acceptance letter and not an interview application one. Always save the details for the latter.
- Be polite and practical. Compliment the interviewer's company or organization and mention that you would be most glad to appear for an interview with them.
- End the letter with a final word of thanks for the interview call letter.

## Sample Interview Acceptance Letter

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date-

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_,

I received a call from your Human Resources Department yesterday and I'm writing you this letter to inform you that I have hereby officially accepted your offer for the post of Customer Sales Executive. It gives me great pleasure to have received this letter and I hereby assure you of my presence at the interview to be held on the 20th. Your company is one of the most reputed ones in the country and I believe I am enthusiastic and qualified enough to do your expectations justice.

Yours sincerely,

\_\_\_\_\_

## Interview Acceptance Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject:

Dear \_\_\_\_\_ (Sir or Madam),

This is with reference to the interview call letter received on \_\_\_\_\_ (Which Date Interview Letter Was Received). I acknowledge the receipt of the same and confirm my presence for the interview on \_\_\_\_\_ (Which Date You Would be Appearing for the Interview).

As it is one of the prestigious firms, appearing for the interview will be a matter of honor. I shall be present be at the given time and address, with all the related documents.

Thanking You

Yours truly,

Name and Signature

## Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from [www.letters.org](http://www.letters.org)