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To: [Recipient's Email Id]

CC: [Your Email ID]

Subject: Thank You For The Interview Opportunity

Dear [Mr./Ms./Mrs.] [Name of the hiring person],

It was my pleasure of speaking with you on the phone yesterday. I am grateful to you for the invitation to the interview of IT Manager at your esteemed company. I am looking forward to the interview at 10 AM on Wednesday.

If you can take some time to reconfirm the location of the company, I would be grateful to you. Again thank you for inviting me to the interview.

Sincerely,

[Your First Name] [Your Last Name]

[Contact Number]





