To: amandagraceford@email.com
From: jasonfoy@email.com

Subject: job interview acceptance

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

I received a call from your Human Resources Department yesterday, and I’m writing you this email to inform you that I have at this moment officially accepted your offer for the post of Customer Sales Executive.

It gives me great pleasure to have received this email, and I at this time assure you of my presence at the interview to be held on the 20th. Your company is one of the most reputed likely ones in the country, and I believe I am enthusiastic and qualified enough to do your expectations justice.

Yours sincerely,

\_\_\_\_\_\_\_\_\_ (Name & Sign)