TEMPLATE: INTERVIEW CONFIRMATION EMAIL

Email Subject Line: [Company Name]: [Interview Format] Interview Confirmation

Hi [First Name],

We have confirmed your [Interview Format] interview with [Interviewer] on [Day, Date] at [Start Time - End Time, Time Zone].

To give you a sense of what to expect, here is a brief agenda for the interview:

[Interview Agenda]

During the interview, you should plan to discuss your experience in [Talking Points].

We’re looking forward to meeting you soon! You can find these interview details within the calendar event invitation. If you have any questions in the meantime, don’t hesitate to reach out.

For Phone/Video Interviews:

Here is the [Phone number / Video platform that will be used and meeting link]. To enter the meeting room, use this code: [Access code].

For In-Person Interviews:

Our office address is [Address]. When you arrive, check-in at the front desk. The security guard will give you a temporary elevator pass. Our office dress code is [Dress Code], but please wear whatever you’re most comfortable in.

Best,

[Your Name]

[Your Email Signature]