TEMPLATE: INTERVIEW REMINDER EMAIL

Email Subject Line: Reminder: [Company Name] [Interview Format] Interview [Date/Time]

Hi [First Name],

This is to remind you of your upcoming interview for the [Job Title] role at [Company Name].

When: Your interview will take place on [Day, date] at [Start Time - End Time]

Where: [Phone Number/ Meeting Link / Address ]

Who: You will be speaking with [Interviewer, Job Title]

Agenda:

[Include Agenda]

Be prepared to discuss:

[Talking Points]

For In-Person Interviews:

When you arrive:

Check in at the front desk. The security guard will give you a temporary elevator pass.

Office dress code:

Our office is [Dress Code], but please wear what you are most comfortable in.

We look forward to seeing you!

Best,

[Your Name]

[Your Email Signature]