

TO USE FOR CANDIDATES SELECTED FOR AN INTERVIEW.

Template: Interview Confirmation



BY VSP GLOBAL®

INSERT PRACTICE LOGO

<Insert Practice Address>

<Insert Date>

Dear CANDIDATE_FIRST_NAME,

We're confirming your interview for the <Insert Job Title> position at <Insert Practice Name>. We're excited to meet you and look forward to getting to know you a bit better! Here's what you need to know.

Timing: MONTH, DAY at TIME

Location: Practice Address

You will be interviewing with <Person who will be interviewing candidate, Title>.

What to Bring (*Customize*):

- Two copies of your CV
- Etc.

Where to Park (*If needed*):

What to Expect (*Customize*):

- Please let the front desk know when you arrive.
- The interview will be about an hour.
- During your interview, you will be asked general and technical questions about your past work experience as it relates to the role for which you are interviewing.

Feel free to contact me via email or phone if you have any questions or need to reschedule.

Sincerely,

<Practice Contact Name, Title>

<Practice Phone>

<Email>

Get to know our practice:

Website: <Insert Practice URL>

Facebook: <Insert Facebook URL>

Other Social Channels:

Get to know the area:

Chamber of commerce: Insert Chamber of Commerce's Website

City of XXXX: Insert City's Website