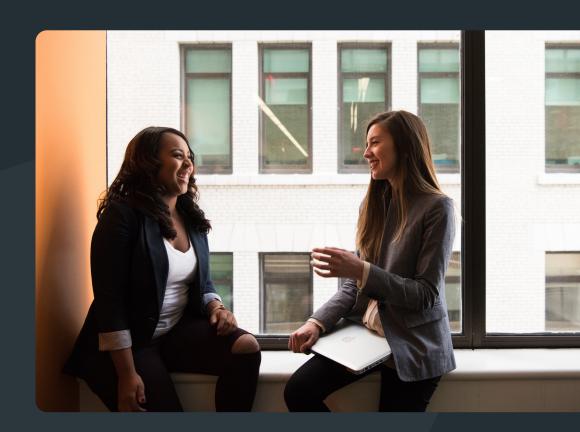


Email templates for recruitment teams







Individual interviews

Meeting confirmation Subject: Your interview with **{BOOKING-PAGE-TITLE}** Hi {FNAME}, We're so happy you are interested in the [job position] position at [company name]. Your interview is booked for **{START}**. Please choose one of the options below: It will take place at [address]. OR It will take place on Google Meet via this link: {GOOGLEMEET} OR It will take place on Microsoft Teams via this link: {MSTEAMS} OR It will take place on Zoom via this link: {ZOOM} Passcode: {ZOOM-PASSWORD} We're looking forward to chatting with you and hearing more about your experience. The interview will last approximately {DURATION} and will focus on [talking points/agenda]. In the meantime, feel free to learn more about our company by visiting: [company URL]. If you have any additional questions, you can reply to this email or reach me at [phone number]. Best, [your name] [your position] Send [your company]



Pro-tip: Feel free to replace **{BOOKING-PAGE-TITLE}** with your name or with **{TEAM-NAME}**. Learn more about <u>shorthand codes</u>. For more advanced options, see our article about <u>conditional statements</u>.



Individual interviews

Subject: Reminder about your interview with {BOOKING-PAGE-TITLE} Your interview with {BOOKING-PAGE-TITLE} is starting soon Hi {FNAME}, Just a reminder that your interview for the [job position] position at [company] is starting at {START-TIME} on {START-DATE}. Please choose one of the options below: It will take place at [address]. OR It will take place on Google Meet via this link: {GOOGLEMEET} OR It will take place on Microsoft Teams via this link: {MSTEAMS} OR It will take place on Zoom via this link: {ZOOM} Passcode: {ZOOM-PASSWORD} If you have any additional questions, feel free to reply to this email or reach me at [phone number]. Looking forward to meeting with you.



Best,

[your name]
[your position]

[your company]

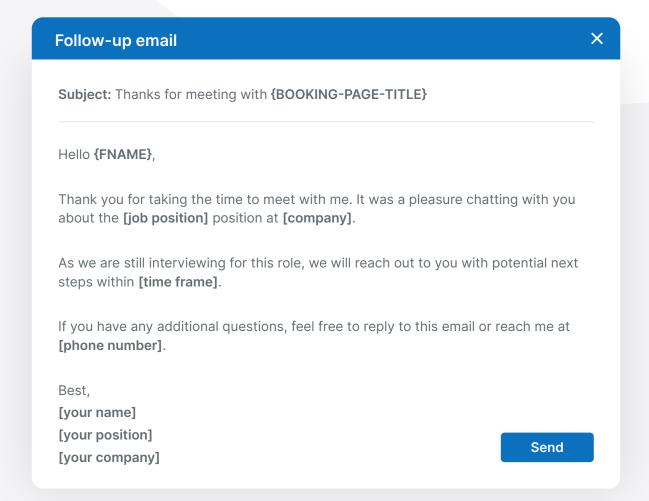
Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Send



Individual interviews





Panel interviews

Meeting confirmation

×

Subject: Your interview with [company]

Hi {FNAME},

We're so happy you are interested in the **[job position]** position at **[company name]**. Your interview is booked for **{START}**.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

You will be speaking with:

[Name], [position] [Name], [position]



Hint: Add links to the LinkedIn profile of each interviewer.

We're looking forward to chatting with you and hearing more about your experience. The interview will last approximately **{DURATION}** and will focus on **[talking points/agenda]**. In the meantime, feel free to learn more about our company by visiting: **[company URL]**.

If you have any additional questions, you can reply to this email or reach me at **[phone number]**.

Best,

[your name]

[your position]

[your company]

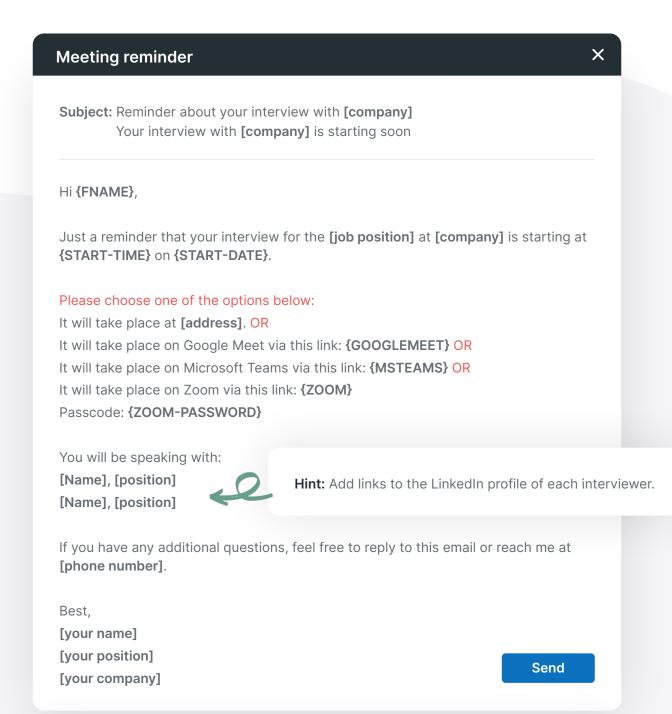
Send



Pro-tip: Feel free to replace **{BOOKING-PAGE-TITLE}** with your name or with **{TEAM-NAME}**. Learn more about <u>shorthand codes</u>. For more advanced options, see our article about <u>conditional statements</u>.



Panel interviews

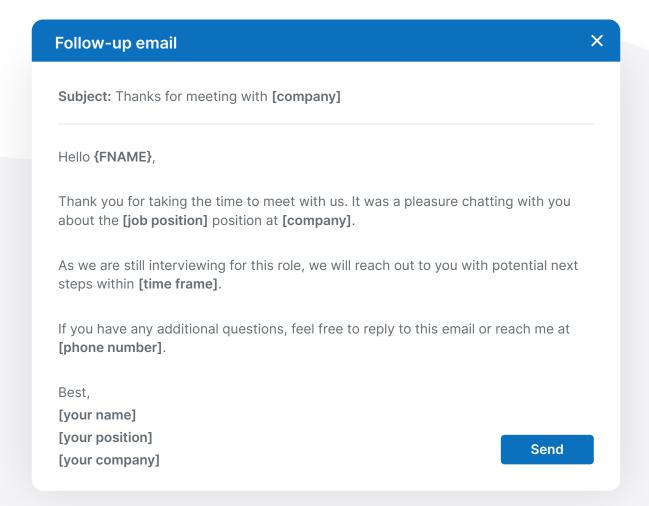




Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.

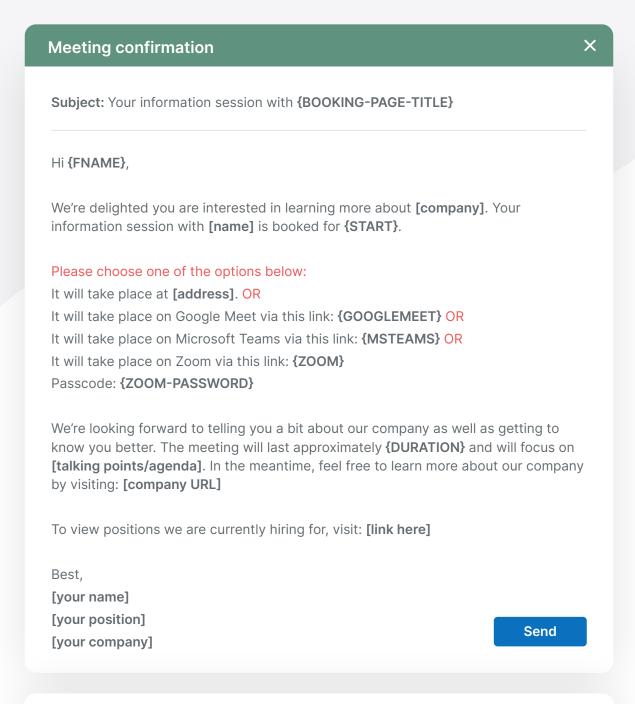


Panel interviews





Information sessions

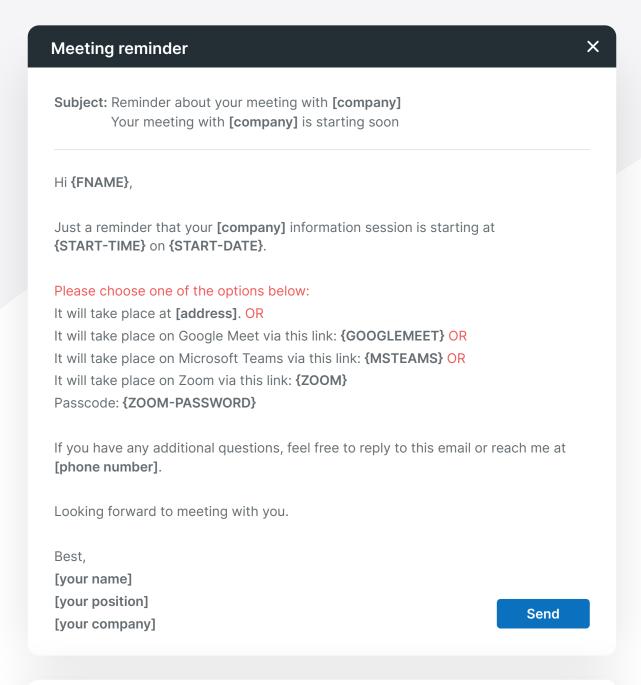




Pro-tip: Feel free to replace **{BOOKING-PAGE-TITLE}** with your name or with **{TEAM-NAME}**. Learn more about <u>shorthand codes</u>. For more advanced options, see our article about <u>conditional statements</u>.



Information sessions

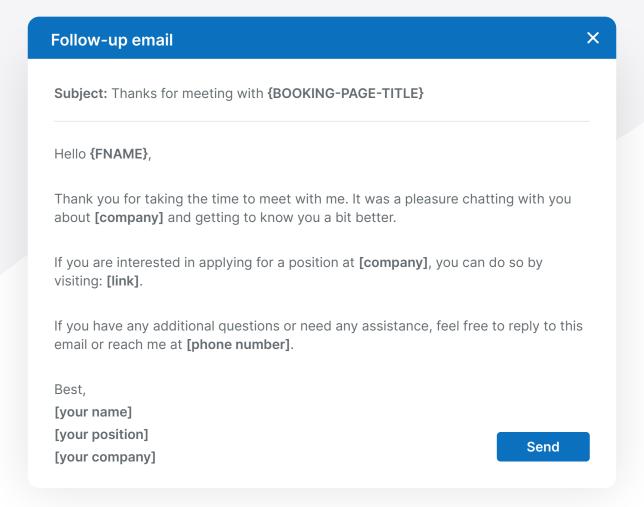




Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Information sessions



lili you can book me