Interview reminder email template: Example 1 (in-person interview)

**Email subject line:** Reminder for interview with [*Company\_name*] / [*Tomorrow’s*] interview for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

We're looking forward to meeting you [*tomorrow*] - as we agreed, [*the recruiter/ hiring manager' name*] will welcome you at [*time*] in our offices.

[*Please make sure to bring your ID with you, as the security guard will ask for it upon your entry. Here’s a link with directions to our offices. Feel free to call me at 1-444-555-2222 if you need further information.*]

Thanks,

[*Your name*]

[*Email signature*]

Interview reminder email template: Example 2 (video interview)

**Email subject line:** Reminder for interview with [*Company\_name*] / [*Tomorrow’s*] video interview for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

We're looking forward to speaking with you tomorrow - as we agreed, [*the recruiter/ hiring manager' name*] will meet you over our video platform [*name of vendor*].

[*To log in to the call, click on this link and then use the following details:*

* *Username: JobTitle\_Company*
* *Password: 123456*

*If possible, connect a couple minutes earlier to make sure your camera and microphone are working properly. If you experience any technical issues, feel free to contact me via email or call me at 1-444-555-2222.*]

Thanks,

[*Your name*]

[*Email signature*]