Interview confirmation email

Send it as soon as the time is agreed, ideally within an hour, together with a calendar invite. It replaces the back-and-forth thread as the single source of truth for the interview.

VIDEO INTERVIEW

Subject: Confirmed: [Job Title] interview on [Interview Date] at [Interview Time] [Time Zone]

Hi [First Name],

You're all set. Here are the details for your interview:

Role: [Job Title]
Date: [Interview Date]
Time: [Interview Time] [Time Zone]
Length: [Duration] minutes
Format: video call on [Video Platform]
Join link: [Video Link]
You'll meet: [Interviewer Name], [Interviewer Title]

A calendar invite is on its way with the same link. Join a couple of minutes early to check your camera and sound.

If you need to reschedule, use [Reschedule Link] or reply to this email at least 24 hours ahead. If you need any accommodation, let me know.

See you then,

[Your Name]
[Title], [Company]
[Phone Number]

ONSITE

Subject: Your interview at [Company]: [Interview Date], [Interview Time]

Hi [First Name],

Thanks for confirming. We're looking forward to meeting you.

When: [Interview Date], [Interview Time] [Time Zone], about [Duration]
Where: [Street Address], [Building / Floor / Suite]
Getting here: [Parking or Transit Instructions]
When you arrive: check in at [Entrance or Reception] and ask for [Contact Name]
You'll meet: [Interviewer Names and Titles]
Please bring: [Photo ID / Copy of Resume / Portfolio]

If you're running late or something comes up, call or text me at [Phone Number].

If you need an accommodation, such as an accessible entrance or an interpreter, reply and we'll arrange it.

Best,

[Your Name]
[Title], [Company]

PHONE INTERVIEW

Subject: Confirmed: phone interview on [Interview Date]

Hi [First Name],

Confirming your [Duration]-minute phone interview for [Job Title]:

[Interview Date] at [Interview Time] [Time Zone]
[Interviewer Name] will call you at [Candidate Phone] from [Caller Number].

If that number is wrong, or you need to move the time, reply here or use [Reschedule Link].

Talk soon,

[Your Name]
[Company]

PANEL OR MULTI-ROUND

Subject: Your interview schedule for [Job Title] on [Interview Date]

Hi [First Name],

Here's your schedule for [Interview Date]. All times are [Time Zone].

[Time 1]: [Interviewer 1 Name], [Interviewer 1 Title]. Focus: [Topic 1]
[Time 2]: [Interviewer 2 Name], [Interviewer 2 Title]. Focus: [Topic 2]
[Time 3]: [Interviewer 3 Name], [Interviewer 3 Title]. Focus: [Topic 3]
[Time 4]: wrap-up with me

Format: [Video Link / Address]
Total time: about [Total Duration], with a short break between sessions.

[Any Prep, e.g. Please bring the work sample you prepared to the second session.]

If anything changes on our side, I'll let you know right away. Reply with any questions or

accommodation needs.

Best,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Confirmed: [Job Title] interview on [Interview Date]
- Your interview details for [Job Title]
- See you [Interview Day] at [Interview Time]
- Interview confirmed with [Company]
- [First Name], your interview schedule for [Interview Date]
- Interview details and directions for [Interview Date]

SMS / WHATSAPP VERSION

Hi [First Name], you're confirmed for your [Job Title] interview with [Company] on [Interview Date] at [Interview Time] [Time Zone]. Details: [Details Link]. Need to reschedule? Reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Interview Date], [Interview Day], [Interview Time], [Time Zone], [Duration], [Video Platform], [Video Link], [Interviewer Name], [Interviewer Title], [Reschedule Link], [Street Address], [Contact Name], [Candidate Phone], [Caller Number], [Your Name], [Phone Number]