Interview reminder email

Send the email about 24 hours before the interview, and a short text 1 to 2 hours before for hourly or high-volume roles. For Monday interviews, send the email on Friday afternoon as well as Sunday evening or early Monday.

DAY BEFORE

Subject: Reminder: your [Job Title] interview tomorrow at [Interview Time]

Hi [First Name],

Just a reminder that your interview for [Job Title] is tomorrow.

[Interview Day], [Interview Date] at [Interview Time] [Time Zone]
[Video Link / Street Address]
With: [Interviewer Name], [Interviewer Title]
Length: about [Duration] minutes

If something's come up, no problem. Pick a new time here: [Reschedule Link], or reply to this email.

See you tomorrow,

[Your Name]
[Company]

CONFIRM OR RESCHEDULE

Subject: Still good for [Interview Day] at [Interview Time]?

Hi [First Name],

We have you down for your [Job Title] interview on [Interview Day], [Interview Date] at [Interview Time] [Time Zone].

Can you reply YES to confirm? If you need a different time, reply with what works or use [Reschedule Link].

Thanks,

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

MORNING OF

Subject: Today at [Interview Time]: your interview with [Company]

Good morning [First Name],

Looking forward to talking with you today at [Interview Time] [Time Zone].

Join here: [Video Link]
(or) Address: [Street Address]. Ask for [Contact Name] at reception.

Running late or having tech trouble? Call or text [Phone Number] and we'll sort it out.

[Your Name]
[Company]

HIGH-VOLUME / GROUP SESSION

Subject: Tomorrow: [Job Title] hiring session at [Location]

Hi [First Name],

You're booked for our [Job Title] hiring session tomorrow, [Interview Date], at [Interview Time].

Where: [Street Address] ([Parking or Entrance Details])
How long: about [Duration]
Bring: a photo ID and your phone

Many people get a decision the same day. Pay starts at [Pay Rate].

Can't make it? Grab another slot at [Reschedule Link] so we can save your place.

[Company] Hiring Team

SUBJECT LINE IDEAS

- Reminder: your interview tomorrow at [Interview Time]
- See you tomorrow, [First Name]
- Still good for [Interview Day] at [Interview Time]?
- Today at [Interview Time]: your [Company] interview
- Your [Job Title] interview details for tomorrow
- Quick reminder about your interview with [Interviewer Name]

SMS / WHATSAPP VERSION

Hi [First Name], reminder from [Company]: your [Job Title] interview is [Interview Day] at [Interview Time] [Time Zone]. Join/address: [Details Link]. Can't make it? Reschedule: [Reschedule Link]. Reply STOP to opt out.

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