

# 3 Interview Reminder Email Template

## Virtual Interview Reminder Template

Subject: Reminder: Upcoming Virtual Interview Scheduled

Hi [Candidate's Name],

I hope this message finds you well. This is a friendly reminder about your upcoming virtual interview with [Company Name]. Here are the details:

- **Date:** [Interview Date]
- **Time:** [Interview Time] [Time Zone]
- **Duration:** Approximately [Duration]
- **Platform:** [Video Conferencing Platform] ([Link to join the meeting])

### Preparation Tips:

- Ensure your device is charged and has a stable internet connection.
- Test your microphone and camera beforehand.
- Find a quiet and well-lit space for the interview.

If you have any questions or need to reschedule, feel free to reach out. We're looking forward to our conversation and learning more about you.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

## Multi-Stage Interview Reminder Template

Subject: Reminder: Your Upcoming Interviews with [Company Name]

Hi [Candidate Name],

This is a friendly reminder about your upcoming interviews with [Company Name]. We're excited to continue getting to know you!

As a quick recap, here's the interview schedule:

- **Round 1: [Interview Stage Name]**
  - Date: [Date]
  - Time: [Time]
  - Interviewer(s): [Interviewer Name(s) and Title(s)]
  - Purpose: [Briefly explain what this round will cover. E.g., Technical skills assessment, cultural fit discussion]
  - Format: [E.g., Video call, In-person]
  - Duration: [Duration]
- **Round 2: [Interview Stage Name]**
  - Date: [Date]
  - Time: [Time]
  - Interviewer(s): [Interviewer Name(s) and Title(s)]
  - Purpose: [Briefly explain what this round will cover. E.g., Deep dive into your experience, problem-solving skills]
  - Format: [E.g., Video call, In-person]
  - Duration: [Duration]
- **Round 3: [Interview Stage Name]**
  - Date: [Date]
  - Time: [Time]
  - Interviewer(s): [Interviewer Name(s) and Title(s)]
  - Purpose: [Briefly explain what this round will cover. E.g., Meeting with the team, final interview with hiring manager]
  - Format: [E.g., Video call, In-person]
  - Duration: [Duration]

[Optional: Add more rounds as needed]

To join the video call, please use this link: [Link to Video Call]

If you need to reschedule or have any questions before the interview, please let me know as soon as possible by replying to this email.

We look forward to speaking with you!

Best regards,

[Your Name] [Your Title] [Company Name]

## Last-Minute Interview Reminder Template

Subject: Quick Reminder: Upcoming Interview

Hi [Candidate's Name],

I hope this message finds you well. This is a friendly reminder about your upcoming interview with us.

- **Date:** [Date]
- **Time:** [Time]
- **Location/Platform:** [Location/Link]

Please ensure you're ready and have access to the necessary tools or documents. If you have any questions or need to reschedule, feel free to reach out.

Looking forward to our conversation!

Best regards,

[Your Name]

[Your Position]