

Dear [Candidate Name],

I am pleased to confirm your pre-interview preparation call for the [Graduate Program Name] with [Agency Name].

This session is designed to help you understand the interview structure, our agency values, and what to expect during the formal assessment process. Please find the details below:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Phone Call / Video Link]
- **Meeting Link/Number:** [Insert Link or Number]
- **Consultant:** [Consultant Name]

To make the most of this call, we recommend having your CV and the job description ready. We will cover typical interview questions, technical requirements, and any questions you may have about the role.

If you need to reschedule, please let me know at least 24 hours in advance.

We look forward to speaking with you and helping you prepare for your upcoming interview.

Best regards,

[Your Name]  
[Your Job Title]  
[Agency Name]