

Subject: Confirmation: Pre-Interview Preparation Call - [Agency Name]

Dear [Candidate Name],

I am pleased to confirm our upcoming pre-interview preparation call scheduled for:

Date: [Date]

Time: [Time and Time Zone]

Meeting Link/Platform: [Link or Phone Number]

The purpose of this call is to help you prepare for your formal interview with our team. During this session, we will discuss:

- The virtual agency workflow and expectations.
- Specific details regarding the [Job Title] role.
- Our interview format and key focus areas.
- Technical requirements for the virtual interview.

Please ensure you are in a quiet environment and have a stable internet connection for our call. We recommend reviewing the job description and our website beforehand.

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

We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Title]

[Agency Name]