

Subject: Confirmation: Creative Portfolio Review - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in working with [Company Name]. We have reviewed your initial application and would like to formally invite you to a creative portfolio review session.

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Virtual/In-Person]
- **Location/Link:** [Insert Address or Meeting Link]
- **Reviewers:** [Name and Title of Interviewers]

**Agenda:**

During this [Duration]-minute session, we would like you to walk us through 3-4 key projects from your portfolio. We are specifically interested in hearing about your creative process, your specific role in each project, and the outcomes achieved.

**Preparation:**

- Please ensure you have your portfolio ready to screen-share or present physically.
- Be prepared to discuss the "why" behind your design decisions.
- [Optional: Specific requirement like "Please highlight a case study involving branding"].

Please reply to this email to confirm your attendance.

We look forward to seeing your work in more detail.

Best regards,

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