

Subject: Confirmation: Digital Design Portfolio Review - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the Digital Design position at [Company Name]. We have received your application and are pleased to invite you to a formal portfolio review and interview.

The details for your session are as follows:

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

Review Format:

Please be prepared to present 3 to 4 projects from your portfolio. We are particularly interested in your creative process, your role in each project, and the digital tools used to achieve the final results. You will have approximately [Number] minutes for the presentation, followed by a Q&A session.

Preparation:

- Ensure your digital portfolio is accessible and screen-share ready.
- Have any relevant source files or live prototypes available if applicable.
- [Optional: Attach any additional design task instructions if required].

Please confirm your receipt of this email and your availability for the scheduled time by [Date/Time].

We look forward to seeing your work.

Best regards,

[Your Name]

[Your Title]

[Company Name]