

Subject: Confirmation: Final Round Portfolio Review - [Candidate Name]

Dear [Candidate Name],

Congratulations on reaching the final stage of our hiring process. We are pleased to invite you to your Final Round Creative Portfolio Review for the [Job Title] position.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Panelists:** [Name/Title], [Name/Title]

**Format & Requirements:**

The session will last approximately [Duration, e.g., 60 minutes]. Please be prepared to present 3-5 key projects from your portfolio. We are specifically interested in hearing about your creative process, problem-solving approach, and the final impact of your work.

**Technical Preparation:**

- Please ensure you have your digital portfolio ready to screen-share.
- Have any high-resolution assets or physical samples (if applicable) easily accessible.
- Test your microphone and camera settings 5 minutes prior to the start time.

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

We look forward to seeing your work in detail.

Best regards,

[Your Name]

[Your Title]

[Company Name]