

Subject: Confirmation: Creative Portfolio Review with [Company Name]

Dear [Candidate Name],

I am pleased to confirm your upcoming creative portfolio review for the [Job Title] position at [Company Name]. As your recruiter, I will be facilitating this session between you and the hiring team.

Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [Virtual Link / Office Address]
- **Reviewers:** [Name and Title of Interviewers]

Preparation for the Review:

- Please ensure your digital portfolio is easily accessible and that you are prepared to share your screen.
- Select 3-5 key projects to discuss in detail, focusing on your creative process, problem-solving, and final results.
- Be prepared to answer technical and conceptual questions regarding your work.

If you have any questions or require any adjustments prior to the meeting, please let me know.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]