

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

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [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]
- **Format:** [In-person / Video Call]
- **Location/Link:** [Office Address / Meeting Link]
- **Interviewers:** [Interviewer Name(s) and Title(s)]

During this session, we would like you to walk us through 3-5 key projects from your portfolio. Please be prepared to discuss your creative process, the challenges you faced, and the results achieved for each project.

Technical Requirements:

- Please ensure you have your digital portfolio ready to screen share or present.
- [Optional: Please bring a laptop or physical copies if the meeting is in person.]

Please confirm your availability for this time slot by replying to this email by [Deadline Date/Time].

We look forward to seeing your work in more detail.

Best regards,

[Your Name]

[Your Title]

[Company Name]