

Subject: URGENT: Confirmation of Shortlist Interview - Creative Portfolio Review

Dear [Candidate Name],

Congratulations. We are pleased to inform you that you have been shortlisted for the [Job Title] position at [Company Name].

Due to our accelerated hiring timeline, we would like to invite you for an urgent Creative Portfolio Review and interview to discuss your work in detail.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Panel:** [Interviewer Names/Titles]

Preparation Requirements:

Please ensure you have your digital portfolio ready for screen sharing or bring a physical copy if the interview is in person. We are specifically interested in seeing your process behind the following projects:

- [Project 1]
- [Project 2]

Please confirm your attendance by replying to this email or calling [Phone Number] by [Time/Deadline].

We look forward to seeing your work.

Best regards,

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