

Subject: Confirmation: Virtual Creative Portfolio Review - [Candidate Name]

Dear [Candidate Name],

We are pleased to confirm your upcoming virtual creative portfolio review for the [Job Title] position at [Company Name].

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** Video Conference
- **Meeting Link:** [\[Link/URL\]](#)
- **Panelists:** [Name/Title of Interviewers]

**Portfolio Review Guidelines:**

During this session, you will have [Number] minutes to present selected works from your portfolio. Please be prepared to discuss your creative process, the objectives of each project, and your specific role in the execution. We recommend having your digital files or website ready for screen sharing.

**Technical Requirements:**

- Please ensure you have a stable internet connection.
- Test your microphone and camera in advance.
- Ensure your portfolio is easily accessible and optimized for screen sharing.

If you have any questions or encounter technical difficulties prior to the meeting, please contact [Contact Name] at [Phone/Email].

We look forward to seeing your work.

Best regards,

[Your Name]

[Your Title]

[Company Name]