**HIRING MANAGER/ADMIN SEND TO CANDIDATE VIA EMAIL**

**To: Candidate**

**From: Recruiter/Hiring Manager/Department Contacts/Admin**

**CC: Department Recruiting Assistants**

**Subject: CMU Virtual Interview Confirmation - [POSITION TITLE]**

Hello!

Thank you for your continued interest in the [INSERT POSITION]. We are looking forward to speaking with you soon! This email is a confirmation of your interview which will take place on [INSERT DATE] at [INSERT TIME]. Please note that this is a virtual interview, that will be conducted via Zoom. [Learn more about Zoom](https://www.cmu.edu/computing/services/comm-collab/web-conferencing/zoom/how-to/index.html).

**Interview Agenda:**

**Date**

**Time**

* Name, Title, Department/Division
* Name, Title, Department/Division

**Date**

**Time**

* Name, Title, Department/Division
* Name, Title, Department/Division

If you have any questions prior to your interview(s), please feel free to call contact me at the [INSERT EMAIL] or [PHONE]. Thanks again for your interest in CMU and we look forward to seeing you soon.

Thank you,