Digital Interview Framework for Interviewees

Dear [Interviewee's Name],

We are pleased to invite you to participate in a digital interview as part of our recruitment process for the [Job Title] position at [Company Name]. Below are the details regarding the framework and guidelines for your upcoming interview.

Interview Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Platform:** [Insert Platform e.g., Zoom, Microsoft Teams]
- **Duration:** [Insert Duration]

Preparation Guidelines

1. Ensure you have a stable internet connection.
2. Test your audio and video equipment beforehand.
3. Prepare to discuss your experience and skills relevant to the role.
4. Dress professionally as you would for an in-person interview.
5. Have any required documents ready for discussion.

Contact Information

If you have any questions or need further assistance, please feel free to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

We look forward to speaking with you soon!

Best Regards,

[Your Name]
[Your Position]
[Company Name]