

Teleconference Interview Instructions

Dear [Participant's Name],

We are pleased to invite you to participate in a teleconference interview for the [Position Name] position at [Company Name]. Below are the details and instructions for the interview:

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** Approximately [Duration] minutes
- **Platform:** [Platform Name (e.g., Zoom, Microsoft Teams)]
- **Meeting Link:** [Insert Link]
- **Meeting ID:** [Insert Meeting ID]
- **Password:** [Insert Password]

Instructions:

1. Please ensure you have a stable internet connection.
2. Join the meeting at least 5 minutes early to test your audio and video settings.
3. Have a copy of your resume and any relevant materials handy.
4. Be in a quiet, distraction-free environment for the duration of the interview.

If you have any questions, please feel free to reach out at [Your Email] or [Your Phone Number].

We look forward to speaking with you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]