

Virtual Interview Procedure for Applicants

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to inform you that you have been selected for a virtual interview. Please find the details and procedures outlined below to ensure a smooth interview process.

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time] [Time Zone]
- **Platform:** [Zoom/Google Meet/Microsoft Teams]
- **Meeting Link:** [Insert Link]

Preparation Steps:

1. Ensure you have a stable internet connection.
2. Test your audio and video settings prior to the interview.
3. Choose a quiet and well-lit area for the interview.
4. Have your resume and any pertinent documents available for reference.

During the Interview:

- Join the meeting 5-10 minutes early.
- Dress professionally as you would for an in-person interview.
- Be prepared to discuss your experience and qualifications.

We look forward to speaking with you and wish you the best of luck with your interview.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]