

Interview Expectations Letter

Date: [Insert Date]

To: [Candidate's Name]

From: [Your Name]

Subject: Interview Expectations for [Position Title]

Dear [Candidate's Name],

Congratulations on being selected for an interview for the [Position Title] within [Department/Team Name]. We appreciate your continued contributions to the company and are excited to discuss your vision for this new role. Below are the key expectations and details for your upcoming interview:

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Room]
- **Format:** [In-person/Virtual]

Preparation Expectations:

1. Review the job description thoroughly.
2. Prepare to discuss your current role and how it relates to the new position.
3. Think about your achievements and challenges in your current role.
4. Prepare questions that demonstrate your interest in the position and growth within the company.

Interview Panel:

The interview panel will consist of [names/titles of interviewers]. They are looking forward to hearing your insights and experiences.

We wish you the best of luck as you prepare for this opportunity. Please let us know if you have any questions.

Sincerely,

[Your Name]
[Your Position]

[Company Name]
[Contact Information]