

Interview Process Overview

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for the [Job Title] position at [Company Name]. Below is an overview of our interview process:

Interview Stages

- **Phone Screening:** A brief conversation with our HR team to discuss your experience and qualifications.
- **In-Person Interview:** A more in-depth discussion with the hiring manager and team members.
- **Assessment Task:** A practical task related to the role to evaluate your skills.
- **Final Interview:** A discussion with senior management to assess cultural fit and long-term goals.

Timeline

The entire process will take approximately [Time Frame]. We will keep you informed at every stage.

Next Steps

If you agree to proceed, please reply to this email by [Response Deadline]. We will then schedule your phone screening.

Thank you for your interest in joining [Company Name]. We look forward to speaking with you soon!

Sincerely,

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