

Online Interview Procedure

Dear [Participant's Name],

Thank you for your interest in participating in our online interview. Below are the details of the interview procedure:

Interview Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Platform:** [Zoom/Skype/Other]
- **Duration:** Approximately [X] minutes

Procedure

1. Please ensure you have a stable internet connection.
2. Join the interview using the following link: [Insert Link]
3. Make sure to log in 5-10 minutes prior to the interview time.
4. Prepare any documents or questions you may have in advance.

If you have any questions or need assistance, feel free to reach out to us at [Contact Information].

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Position]

[Your Organization]