

Resource 6-8: Candidate Interview Confirmation Email for On-Campus Interviews

Subject: Campus Visit Interview Confirmation: University of Kentucky

Dear (Candidate Name):

I am pleased to inform you that you have been selected as a finalist for the position of (Name of Position) in the (Name of Unit) at the University of Kentucky. We would like to confirm your interview invitation to visit our campus on (list dates). (Select which sentence is appropriate: Please see attached information packet with travel arrangements, a detailed agenda, and other helpful information. Please know further information regarding travel logistics and an agenda will be communicated prior to your visit.)

It is the policy of the University of Kentucky to provide reasonable accommodations for individuals with disabilities who are candidates for employment. Please let us know if you require any accommodation.

I look forward to meeting with you.

Sincerely,

(Name of Search Committee Chair)
Chair, Search Committee