**Suggested wording when sending out your Teams invitations:**

Dear xxxx,

Please find attached your Teams meeting invitation for your interview, for the post of xxxxxxxxxxxxxx, on:

Date:

Time:

Please can I ask that you log onto the meeting no earlier than 5 minutes before your interview time and ensure that you accept the meeting invitation, so that we know you are able to attend.

We look forward to seeing you on xxxx.

With best wishes,