

Reminder Email to Boss

Sub: Email Reminder to Boss

Dear [NAME, ex. Tom Atkinson],

Due to your busy schedule, this is a reminder email in the case that your upcoming interview may have slipped your mind. The interview is for [NAME OF PROSPECT] at [TIME OF INTERVIEW] for [NAME OF POSITION]. Please let me know if there is anything else I can do for you.

Sincerely,

[YOUR NAME, ex. Tony Philips]

Friendly Reminder Email Sample Deadline

JA Banks



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