

Attachment E

REMINDER LANGUAGE

EMAIL REMINDER

SUBJECT: Thanks for Signing Up! Interview Reminder

Hello [FILL IN INTERVIEWEE'S FIRST NAME],

Thanks again for volunteering to participate in an [in-person or online] interview.

This email is a reminder that your interview will be held on: [FILL DATE] at [ROOM NUMBER AND FACILITY NAME OR YOUR HOME] at [INSERT TIME AM/PM]. Please arrive 15 minutes early [either to the facility OR to the online platform [insert web address] if you are participating in a remote interview.

It will run from [FILL START TIME] to [FILL END TIME]. After the interview is over, the facility staff will provide you with \$50 Visa gift card either in-person or by mail to thank you as a token of appreciation.

If you have any questions, or if something comes up and you are not able to come, please call me at [xxx-xxx-xxxx] or reply to this [e-mail].

Thank you!

Sincerely,

[Staff member from Treatment Center]

TEXT REMINDER

REMINDER FOR YOUR INTERVIEW ON [INSERT DATE, TIME AM/PM] AT [INSERT LOCATION OR ONLINE PLATFORM WEB ADDRESS]. PLEASE ARRIVE 15 MINUTES EARLY IF YOU ARE PARTICIPATING IN A REMOTE INTERVIEW. AFTER THE INTERVIEW IS OVER, A FACILITY STAFF MEMBER WILL PROVIDE YOU WITH \$50 VISA GIFT CARD EITHER IN-PERSON OR BY MAIL TO THANK YOU as a token of appreciation. PLEASE CALL [XXX-XXX-XXXX] IF YOU NEED TO CANCEL OR NEED ADDITIONAL INFORMATION.

IN-PERSON REMINDER

Hello [FILL IN INTERVIEWEE'S FIRST NAME],

Thanks again for volunteering to participate in an [in-person or online] interview.

I am just reminding you that your interview will be held on: [FILL DATE] at [ROOM NUMBER AND FACILITY NAME OR YOUR HOME] at [INSERT TIME AM/PM]. Please arrive 15 minutes early to the online platform if you are participating in a remote interview either at the facility or at home.

It will run from [FILL START TIME] to [FILL END TIME]. After the interview is over, a facility staff member will provide you with \$50 Visa gift card either in-person or by mail to thank you as a token of appreciation.

If you have any questions, or if something comes up and you are not able to come, please let me know.

Thank you!