

## Appendix D. Confirmation E-mail

*Subject:* Confirmation for Interview to Help Improve Plans for a Worker Survey

<DATE>

Dear <NAME>:

Thank you for agreeing to participate in this voluntary interview! Your feedback on our recruiting and survey procedures will help improve an important upcoming survey for the Department of Labor's Wage and Hour Division. The session will last up to one hour.

This is confirmation that you are scheduled at the following location, date, and time:

**LOCATION:** TBD [or Zoom if virtual]

**DATE:** <Day of Week>, <Month> <Day>, <Year>

**TIME:** XX:XX AM/PM Eastern

**GIFT CARD:** You will receive a \$50 Amazon e-gift card at the conclusion of the session for your time and effort.

If you have any questions, please feel free to call us at xxx-xx-xxxx.