

General Interview Invitation & Thank you Email

INVITATION EMAIL:

Subject line: Noyce Teacher Scholarship Program | Interview Participation

Dear [participant name],

I hope this email finds you well! I am [name], [title] at SRI International. SRI is evaluating the Robert Noyce Teacher Scholarship Program (Noyce). The purpose of the evaluation is to evaluate the impact of the Noyce program's strategies to recruit and retain diverse STEM professionals/students becoming teachers. As evaluators we talk to people in various roles in the program to better understand the program and assess the impact the scholarship has had on your work and the broader field.

To help us with this evaluation, we would like to ask you to participate in one virtual interview with the potential for a second follow-up interview about your role and experience with the Noyce Program. This interview will be no more than 60-minutes long. Please read the information sheet attached to this email and let me know if you are interested in being interviewed by responding with one of the following times:

- [day, date, and time]
- [day, date, and time]
- [day, date, and time]

If none of the above times work, then let me know and I'll suggest some new ones.

Thank you,

[signature]

SRI Noyce Evaluation

Interview Invitation and Thank you email templates

THANK YOU EMAIL:

Subject line: Noyce Teacher Scholarship Program | Thank you!

Dear [participant name],

We hope you are well! Thank you again for participating in a virtual interview with us. We greatly appreciate you taking the time to share your experiences.

Please let us know if there's anything else you would like to share or if there's someone else you think we should talk to.

Best Wishes,

[signature]