

Subject: Interview Invitation: [Contract Position Name] at [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Contract Position Name] role with [Company Name]. We were impressed with your background and would like to invite you to our office for an on-site interview.

The interview will take place at our office located at:

[Office Address/Suite Number]

[City, State, Zip Code]

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Expected Duration]
- **Interviewers:** [Names and Titles of Interviewers]

Please bring a valid photo ID for building security and a copy of your resume/portfolio. When you arrive, please check in at the front desk and ask for [Contact Person Name].

Please confirm if this time works for you by [Deadline Date/Time]. If you have any scheduling conflicts, let us know as soon as possible so we can find an alternative time.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Company Name]