

Dear [Candidate Name],

Congratulations! We are pleased to invite you to the final stage of our interview process for the [Job Title] position at [Company Name].

This final interview will take place in person at our office. This will be an opportunity for you to meet the leadership team, see our workspace, and discuss the role in greater detail.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address]
- **Interviewers:** [Names and Job Titles of Interviewers]
- **Estimated Duration:** [Number] hours

**Instructions:**

Please arrive 10 minutes early and check in at the reception desk. You will need to bring [mention any requirements, e.g., a photo ID or printed portfolio].

Please confirm your availability by replying to this email or contacting [Contact Name] at [Phone Number/Email] by [Deadline Date/Time].

We look forward to meeting you in person.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]