

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We were impressed with your application and would like to invite you to our office for a first-round in-person interview.

The interview will take approximately [Duration] and will be held at our office located at:

[Office Address/Suite Number]

[City, State, Zip Code]

We would like to schedule this meeting for one of the following times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let us know which of these slots works best for you. If none of these times are convenient, please suggest a few alternatives.

When you arrive, please [Instructions: e.g., check in at the front desk / ask for Name]. You will be meeting with [Interviewer Name(s) and Title(s)].

Please bring a copy of your resume and [Additional Requirements: e.g., a photo ID / portfolio].

We look forward to meeting you in person.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]