

Dear [Candidate Name],

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

After reviewing your application, we would like to invite you to our office for an in-person interview to discuss this permanent role in more detail. You will be meeting with [Interviewer Name], [Interviewer Job Title].

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address]

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

Please confirm your availability for this time by replying to this email or calling [Phone Number] by [Date/Time]. If you have any questions or need to reschedule, please let us know as soon as possible.

We look forward to meeting you.

Best regards,

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