

Dear [Candidate Name],

Congratulations! Following your initial screening with [Staffing Agency Name], we are pleased to invite you to a formal interview with our client, [Client Company Name], for the [Job Title] position.

The interview is scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Address of Client Site / Suite Number]
- **Interviewer(s):** [Name and Title of Interviewer]

**Arrival Instructions:**

Please arrive 10 minutes early. Upon arrival, please [e.g., check in at the front desk / ask for Name]. You may be required to show a valid ID to security.

**Preparation:**

- Please bring [Number] copies of your updated resume.
- The dress code for this interview is [e.g., Business Professional].
- [Additional requirement if any, e.g., Portfolio, Certifications]

Please confirm your availability for this time slot by replying to this email or calling me at [Phone Number] by [Deadline Date/Time].

We look forward to hearing from you.

Best regards,

[Recruiter Name]

[Title]

[Staffing Agency Name]