

Subject: Interview Invitation: [Job Title] at [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with [Company Name]. Having reviewed your application, we would like to invite you for an in-person interview at our office.

Your interview is scheduled for:

Date: [Date]

Time: [Time]

Location: [Full Office Address]

Upon arrival, please ask for [Interviewer Name] at the reception desk. The interview will last approximately [Duration] minutes.

Please bring the following items with you:

- A printed copy of your updated CV
- A valid form of photo identification
- [Additional Requirement, e.g., Portfolio or Certificates]

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date/Time]. If you are unable to make this time, please let us know as soon as possible to reschedule.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]