

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Invitation for In-Person Interview - [Job Title] (Temporary Role)

Dear [Candidate Name],

Thank you for your interest in the temporary [Job Title] position at [Company Name]. We have reviewed your application and would like to invite you to our office for an in-person interview.

This interview will be an opportunity for us to discuss the specific requirements of this temporary assignment, your previous experience, and your availability for the project duration.

The details for your interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address/Room Number]
- **Interviewer(s):** [Name and Job Title]

Please bring a copy of your resume and [mention any other documents, e.g., ID, references, or portfolio] to the meeting. Upon arrival, please check in at the front desk and ask for [Contact Person].

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

We look forward to meeting with you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]