

Subject: Interview Invitation: [Candidate Name] - [Job Title] - Relocation and Travel Logistics

Dear [Candidate Name],

Congratulations. Following your initial screening, [Agency Name] and our client, [Client Company Name], would like to invite you to a formal interview for the position of [Job Title].

As this role requires relocation to [City, State/Country], this interview will focus on the technical requirements of the role as well as the logistics of your potential move.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewer(s):** [Names and Titles]

Travel Arrangements for Interview:

To facilitate this meeting, we have organized the following travel arrangements:

- **Flight/Train:** [Details of booking or instructions to book]
- **Accommodation:** [Hotel Name and Confirmation Number]
- **Local Transport:** [Instructions for airport pickup or car rental]
- **Reimbursement:** [Briefly mention policy for meals/incidental expenses]

Relocation Discussion:

Please come prepared to discuss your timeline for moving and any specific requirements you may have regarding the relocation package. We will provide a detailed overview of the assistance offered, including [mention 1-2 items like moving costs, housing allowance, or visa support].

Please confirm your availability and receipt of these travel details by [Date/Time].

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]