

Dear [Candidate Name],

We are pleased to invite you to an in-person interview for the [Job Title] position at [Company Name]. We were impressed with your background and look forward to meeting you at our [City/Office Location] office.

Interview Details:

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

Travel and Accommodation Arrangements:

To facilitate your visit, our team has arranged the following logistics:

Flight Information:

- **Airline:** [Airline Name]
- **Flight Number:** [Number]
- **Departure:** [Departure Airport] at [Time]
- **Return:** [Return Airport] at [Time]
- *Your e-ticket is attached to this email.*

Hotel Information:

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Confirmation Number:** [Confirmation Number]
- **Check-in:** [Date]
- **Check-out:** [Date]

Ground Transportation:

[Instructions for airport pickup, rideshare reimbursement, or shuttle services].

Reimbursement Policy:

Please keep all original receipts for meals and incidental expenses. You can submit these following your interview via [Process/Link] for reimbursement.

Please confirm your receipt of this email and your attendance by [Date/Time]. If you have any questions regarding your travel itinerary, please contact [Name/Department] at [Phone Number/Email].

We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Company Name]