

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Invitation to On-Site Interview - [Job Title]

Dear [Candidate Name],

Congratulations. We are pleased to invite you to our office for an on-site interview for the [Job Title] position. We were impressed with your initial conversations and would like to meet you in person to discuss this opportunity further.

Interview Schedule

Date: [Date of Interview]

Time: [Start Time] to [End Time]

Location: [Office Address/Building Name]

Travel and Transportation

[Company Name] will arrange and cover the costs for your travel. Please find the logistics details below:

- **Flight/Train:** [Details on whether the company will book or if the candidate should book and request reimbursement].
- **Ground Transportation:** [Details regarding airport transfers, taxis, or ride-share apps].
- **Personal Vehicle:** If driving, mileage will be reimbursed at the rate of [Rate] per mile. Parking is available at [Location].

Lodging

A reservation has been made in your name at:

[Hotel Name]

[Hotel Address]

Confirmation Number: [Number]

Expense Reimbursement

We will reimburse reasonable meal and incidental expenses up to [Amount] per day. Please retain all original itemized receipts and submit them along with the attached expense form within [Number] days of your return.

Interview Agenda

Your visit will include meetings with the following team members:

- [Time]: Interview with [Interviewer Name], [Title]
- [Time]: Lunch with [Team/Department]
- [Time]: Office Tour and Final Q&A

Arrival Instructions

Upon arrival, please check in at the reception desk on the [Floor Number] floor. You will need to present a valid photo ID to security. Please ask for [Point of Contact Name].

Please confirm your availability and receipt of these details by [Date/Time]. If you have any questions regarding your travel or the schedule, please contact [Coordinator Name] at [Phone/Email].

We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Company Name]