

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Interview Invitation - [Job Title] at [Company Name] Corporate Headquarters

Dear [Candidate Name],

Congratulations. We are pleased to invite you to our corporate headquarters for an in-person interview regarding the [Job Title] position. We were impressed with your background and look forward to discussing how your skills align with our team.

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Start Time]
- **Location:** [Company Name] Headquarters, [Office Address/Room Number]
- **Interviewers:** [Names and Titles of Interviewers]

Travel and Accommodation:

As you will be traveling from [Candidate's Home City], [Company Name] will arrange and cover the costs of your travel and lodging. Please follow the instructions below:

- **Flights:** Please contact our travel coordinator, [Name], at [Email/Phone] with your preferred departure city and identification details.
- **Hotel:** A reservation has been made in your name at [Hotel Name]. Confirmation details are attached.
- **Ground Transportation:** [Specify if the company provides a shuttle, Uber vouchers, or if the candidate should submit receipts for reimbursement].

Expenses:

Please keep all original receipts for meals and incidentals. You will be provided with an expense reimbursement form during your visit.

Next Steps:

Please confirm your availability for this date by [Deadline Date/Time]. If you have any dietary restrictions or require specific accommodations for your visit, please let us know.

We look forward to meeting you in person.

Best regards,

[Your Name]
[Your Title]
[Company Name]