

Subject: Invitation to Final Round Interview - [Company Name] - [Job Title]

Dear [Candidate Name],

Congratulations! We are pleased to invite you to the final round of interviews for the [Job Title] position at [Company Name]. We were very impressed with your background and your performance in the previous interview stages.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address/Department]
- **Interviewers:** [Names and Titles of Interviewers]

Travel and Expense Coverage:

As you are traveling from out of town, [Company Name] will cover your travel expenses. Please note the following arrangements:

- **Flights/Transportation:** [Instructions: e.g., Please book through our agency / Please book your own and submit receipts for reimbursement up to \$X].
- **Accommodation:** [Instructions: e.g., We have reserved a room for you at the X Hotel / Please book your stay and provide the invoice].
- **Meals and Incidentals:** [Instructions: e.g., We provide a daily stipend of \$X / Please keep all itemized receipts for reimbursement].

Please confirm your availability for this date by [Deadline Date]. Once confirmed, our team will reach out with the final itinerary and reimbursement forms.

We look forward to meeting you in person.

Best regards,

[Your Name]

[Your Title]

[Company Name]