

Dear [Candidate Name],

Congratulations! We are pleased to invite you to interview for the position of [Job Title] with [Company Name]. Your application stood out, and we look forward to meeting you in person as part of our national recruitment process.

Interview Details

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Name/Building], [Full Address]
- **Contact Person:** [Coordinator Name] - [Phone Number]

Travel and Logistics

As this is a national recruitment effort, [Company Name] will handle the following arrangements:

- **Flight/Train:** Your round-trip tickets have been booked. Please find your itinerary attached.
- **Accommodation:** A room has been reserved for you at [Hotel Name] for [Number] nights.
- **Ground Transportation:** A shuttle or ride-share credit will be provided for travel between the airport, hotel, and office.
- **Reimbursement:** Please keep all receipts for meals and incidental expenses. You will be provided with a reimbursement form during your visit.

Preparation

Please bring a valid government-issued photo ID for building security. You should also bring [Number] printed copies of your resume and your portfolio (if applicable).

Please confirm your attendance and receipt of travel documents by [Deadline Date/Time].

We look forward to meeting you.

Best regards,

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