

Subject: Logistics Coordination: [Candidate Name] - [Job Title] Interview

Dear [Recruitment Partner Name],

We are pleased to move forward with [Candidate Name] for an on-site interview for the [Job Title] position. Since the candidate is traveling from [Candidate's City], I would like to coordinate the travel and interview logistics with you.

Interview Details:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Location: [Office Address/Department]
- On-site Contact: [Host Name/Hiring Manager]

Travel & Accommodation:

- **Flight/Train:** [Company Name will book directly / Please have candidate book and submit receipts / Partner agency to book].
- **Hotel:** [Hotel Name and Address] - Confirmation Number: [Number].
- **Ground Transportation:** [Details regarding airport transfers or parking].

Expense Reimbursement:

[Insert policy here: e.g., Please instruct the candidate to save all itemized receipts for meals and transport. We will provide a reimbursement form during the visit.]

Next Steps:

Please confirm with the candidate if these dates work. Once confirmed, please share the candidate's final itinerary and any specific dietary restrictions or accessibility requirements we should be aware of.

Thank you for your assistance in arranging this visit.

Best regards,

[Your Name]

[Your Title]

[Company Name]