

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Congratulations! Based on your application and profile, we are pleased to invite you to our upcoming Open House Recruitment Event for the [Job Title] position.

This event will provide you with the opportunity to meet our team, learn more about our company culture, and participate in an on-site interview.

**Event Details:**

- **Date:** [Date of Event]
- **Time:** [Start Time] to [End Time]
- **Location:** [Full Address/Building Name]
- **Check-in:** [Reception Desk/Specific Room Number]

**What to Bring:**

- Two printed copies of your updated resume.
- A valid photo ID for building security.
- [Optional: Portfolio/Certifications/References]

Please confirm your attendance by replying to this email or clicking the link below by [RSVP Deadline Date].

[Link to RSVP Form - Optional]

We look forward to meeting you and discussing how you can contribute to [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]