

Dear [Candidate Name],

It is a pleasure to invite you to our corporate headquarters for the final-round executive interview for the [Job Title] position.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Company Name], [Full Street Address, City, State]
- **Check-in:** Please report to the [Front Desk/Security] upon arrival.

Agenda:

During this visit, you will meet with members of our executive leadership team, including:

- [Executive Name], [Title]
- [Executive Name], [Title]
- [Executive Name], [Title]

Travel and Expenses:

[Insert details regarding flight/hotel bookings or reimbursement policy here].

Preparation:

Please bring a valid form of photo identification for building security. If you intend to share a presentation, please let us know by [Date] so we can ensure the necessary technology is prepared.

We look forward to welcoming you to our headquarters. Please confirm your receipt of this invitation by replying to this email.

Best regards,

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