

Subject: Confirmation of On-Site Interview - [Confidential Client Name/Project Code]

Dear [Candidate Name],

We are pleased to invite you for an on-site interview regarding the [Job Title] position with our confidential client. This stage of the process will provide an opportunity to meet the leadership team and discuss the role in greater detail.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Office Address / Meeting Suite Number]
- **Primary Contact on Arrival:** [Name of Contact]

Confidentiality Notice:

As discussed, this search is strictly confidential. We kindly ask that you do not disclose the client's identity or the details of this interview to any third parties. Upon arrival, you may be required to sign a formal Non-Disclosure Agreement (NDA).

Agenda:

- [Time]: Meeting with [Interviewer Name], [Title]
- [Time]: Meeting with [Interviewer Name], [Title]
- [Time]: Facility Tour / Final Wrap-up

Logistics:

[Insert information regarding parking, travel reimbursement, or specific security check-in instructions here.]

Please confirm your receipt of this invitation and your availability for the scheduled time. If you have any questions in the meantime, please contact me directly.

Best regards,

[Your Name]
[Your Title]
[Your Company/Agency Name]
[Phone Number]