

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

It is a pleasure to confirm your on-site interview for the position of [Job Title] with [Company Name]. We were impressed with your background and look forward to discussing how your leadership experience aligns with our strategic goals.

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Start Time] - [End Time]
- **Location:** [Company Address, Building/Floor Number]
- **Arrival:** Please check in at the main reception desk and ask for [Contact Person Name].

Agenda:

Your visit will include meetings with the following members of our executive team:

- [Time]: [Name], [Title]
- [Time]: [Name], [Title]
- [Time]: Working Lunch / Presentation (if applicable)

Preparation:

Enclosed/Attached you will find [mention any documents, e.g., the company's annual report, NDAs, or travel reimbursement forms]. Please bring a valid photo ID for building security.

Travel and Expenses:

[Provide details regarding flight, hotel, or car service arrangements, or instructions for submitting expense reports].

If you have any questions prior to our meeting, please reach out to me directly at [Phone Number] or [Email Address]. We look forward to welcoming you to our office.

Best regards,

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