

Subject: Confirmation: Final Round On-Site Interview with [Company Name]

Dear [Candidate Name],

Congratulations on reaching the final stage of our hiring process. We are pleased to invite you for an on-site interview at our office to meet with the team and discuss the [Job Title] position further.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Full Office Address and Suite Number]
- **Check-in:** Please report to the [Reception/Front Desk] and ask for [Contact Person].

Agenda:

[Optional: Brief breakdown of the schedule, e.g., 10:00 AM - Team Meeting, 11:00 AM - Presentation, etc.]

What to Bring:

- A valid photo ID for building security.
- [Number] copies of your updated resume.
- [Optional: Portfolio, laptop, or specific documents].

Logistics:

Parking/Transportation: [Provide instructions on where to park or the nearest public transit stop].

Please confirm your receipt of this email and your attendance by [Date/Time]. If you have any questions or require specific accommodations, please let us know.

We look forward to seeing you soon.

Best regards,

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