

[Date]

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

Dear [Candidate Name],

We are pleased to confirm your full-day on-site interview for the [Job Title] position at [Company Name]. We look forward to meeting with you in person and discussing how your skills align with our team's needs.

Interview Details:

- **Date:** [Date of Interview]
- **Arrival Time:** [Start Time]
- **Estimated End Time:** [End Time]
- **Location:** [Office Address/Building Name]
- **Check-in Instructions:** [e.g., Please report to the front desk and ask for Name]

Agenda for the Day:

- [Time] - [Time]: Meeting with [Interviewer Name/Title]
- [Time] - [Time]: Technical Assessment / Presentation
- [Time] - [Time]: Lunch Break (Provided by [Company Name])
- [Time] - [Time]: Team Meet and Greet
- [Time] - [Time]: Final Wrap-up with HR

What to Bring:

- A valid photo ID for building security.
- [Number] copies of your updated resume.
- [Optional: Portfolio/Laptop/Specific Documents].

Logistics:

Parking is available at [Parking Instructions]. If you are using public transit, the closest station is [Station Name]. If you have any dietary restrictions for the scheduled lunch, please let us know by [Date/Time].

If you have any questions prior to your arrival, please contact me at [Phone Number] or [Email Address].

Best regards,

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