

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of On-Site Interview - [Company Name]

Dear [Candidate Name],

We are pleased to confirm your on-site interview for the [Job Title] position at our [Facility Name/Location].

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Time]
- **Location:** [Full Facility Address]
- **Primary Contact:** [Interviewer/Coordinator Name]

Facility Entry and Safety Requirements:

As this is an active industrial facility, please adhere to the following protocols:

- **Identification:** Please bring a valid photo ID to present at the security gate or front reception.
- **Attire:** Please wear [Business Casual/Formal] attire. For the facility tour, you must wear closed-toe, flat-soled shoes (steel-toe boots if you have them).
- **Personal Protective Equipment (PPE):** We will provide any necessary hard hats, safety glasses, or high-visibility vests.
- **Check-in:** Please arrive [15] minutes early to complete any required safety orientations.

Interview Agenda:

[Briefly list agenda, e.g., Facility Tour, Panel Interview, HR Discussion]

If you have any questions or need to reschedule, please contact me at [Phone Number] or [Email Address]. We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Company Name]