

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

Dear [Candidate Name],

We are pleased to invite you to our office for an on-site interview regarding the [Job Title] position. We enjoyed our initial conversation and look forward to meeting you in person.

Your interview is scheduled for the following time:

**Date:** [Date]

**Time:** [Time]

**Location:** [Office Address/Suite Number]

Upon arrival, please check in at the reception desk and ask for [Contact Person Name].

**Interview Agenda:**

- [Time]: Interview with [Interviewer Name], [Job Title]
- [Time]: Interview with [Interviewer Name], [Job Title]
- [Time]: Office Tour

**Preparation:**

- Please bring [Number] copies of your updated resume.
- [Optional: Mention specific documents, IDs, or portfolios to bring].

**Parking and Directions:**

[Insert brief instructions regarding parking validation or public transit options].

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

We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]