

Subject: Confirmation: Technical Assessment and On-Site Interview - [Candidate Name]

Dear [Candidate Name],

We are pleased to invite you to our office for the technical assessment and on-site interview phase of our hiring process for the [Job Title] position.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Full Office Address and Floor Number]
- **Contact Person:** [Interviewer/Coordinator Name]

**Agenda:**

1. **Technical Assessment ([Duration]):** You will complete a hands-on exercise involving [Brief description of tech stack or task, e.g., live coding/system design].
2. **Panel Interview ([Duration]):** A discussion with our engineering team regarding your technical background and experience.
3. **Culture Fit/HR Discussion ([Duration]):** A final meeting to discuss the role and company culture.

**What to Bring:**

- A valid photo ID for building security.
- [Optional: Your own laptop / Portfolio / Copies of your Resume].

**Arrival Instructions:**

[Instructions: e.g., Please check in at the main reception desk and ask for [Name].]

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

We look forward to meeting you.

Best regards,

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