

Subject: Confirmation: On-Site Interview for [Position Name] - [Candidate Name]

Dear [Client Name],

This email confirms the upcoming on-site interview for [Candidate Name] regarding the temporary contract position of [Position Name].

The details of the interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address/Room Number]
- **On-Site Contact:** [Name of Person Meeting the Candidate]
- **Interviewers:** [Names of Interviewers]

The candidate has been briefed on the project requirements and has confirmed their attendance. I have attached the candidate's latest resume and [Portfolio/References] to this email for your convenience.

Please let me know if there are any specific security protocols or parking instructions the candidate should be aware of prior to their arrival.

We look forward to your feedback following the meeting.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]