

Dear [Candidate Name],

We are pleased to invite you to an on-site panel interview with our client, [Client Company Name], for the position of [Job Title]. This interview is an opportunity for you to meet the team and discuss your qualifications in person.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Street Address, Building/Floor Number]
- **Panel Members:** [Names and Titles of Interviewers]

Arrival Instructions:

Please arrive [10-15] minutes early. Upon arrival, please check in at the [Reception Desk/Security Gate] and ask for [Contact Person Name]. You may be required to show a valid photo ID to enter the building.

What to Bring:

- [Number] printed copies of your updated resume.
- A list of professional references.
- [Optional: Portfolio, certifications, or specific documents requested].

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

We look forward to seeing you there.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]