

Subject: Interview Confirmation: [Candidate Name] for [Job Title]

Dear [Client Name],

This email confirms the on-site interview for **[Candidate Name]** regarding the **[Job Title]** contract position.

The details for the visit are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address/Meeting Room]
- **Main Contact/Interviewer:** [Interviewer Name]

The candidate has been instructed to bring a valid photo ID for building security and will arrive 10 minutes prior to the scheduled start time.

Attached is the latest copy of [Candidate Name]'s resume for your reference. Please let us know if there are any specific entry instructions or parking details we should relay.

We look forward to your feedback following the meeting.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]