

Dear [Candidate Name],

It was a pleasure speaking with you regarding the **[Job Title]** position. We are pleased to invite you to our office for an onsite interview to discuss your leadership experience and how you can contribute to **[Company Name]**.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address]
- **Check-in Instructions:** [e.g., Please report to the front desk and ask for Name]

Interview Agenda:

- [Time]: Meeting with [Interviewer Name], [Job Title]
- [Time]: Leadership Strategy Session with [Interviewer Name]
- [Time]: Cultural Fit Panel with Department Heads
- [Time]: Office Tour

Preparation:

Please bring a valid photo ID for building security and [number] copies of your updated resume. You may also be prepared to discuss specific examples of your leadership philosophy and past organizational impact.

Please confirm your availability for this time by [Date/Time]. If you have any questions or require specific accommodations, feel free to contact me directly.

We look forward to meeting you in person.

Best regards,

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