

Hi [Candidate Name],

We are looking forward to meeting you on [Date]! We want to keep things casual, so feel free to dress comfortably. Here is a quick look at what the day will look like:

- **[Time]:** Coffee and welcome with [Name]
- **[Time]:** Tour of the office
- **[Time]:** Chat with the team ([Names])
- **[Time]:** Quick break / Grab a snack
- **[Time]:** Final chat with [Hiring Manager Name]

Location: [Office Address/Meeting Link]

If you have any questions or need to reschedule, just let me know.

See you soon!

Best regards,

[Your Name]

[Company Name]