

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

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

I am pleased to invite you to an off-site introductory meeting regarding the [Job Title] position with [Company Name]. We would like to take this opportunity to discuss your background and the role in a more informal setting.

The details for our meeting are as follows:

Date: [Date]
Time: [Time]
Location: [Restaurant/Cafe Name]
Address: [Full Address of Venue]

You will be meeting with [Name of Interviewer(s)], [Title(s)]. When you arrive, please ask the host for a table reserved under the name "[Your Name/Company Name]."

Please confirm your availability by [Date/Time] by replying to this email or calling me at [Phone Number]. If you have any dietary restrictions we should be aware of, please let us know.

We look forward to meeting you.

Best regards,

[Your Signature]
[Your Printed Name]