

Subject: Interview Invitation - [Position Name] - [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Position Name] role at [Company Name]. We were impressed with your background and would like to invite you for an off-site interview.

The details for the interview are as follows:

Date: [Date]

Time: [Time]

Location: [Name of Venue/Cafe/Business Center]

Address: [Full Street Address, City, State, Zip Code]

Interviewer(s): [Name and Title of Interviewer(s)]

When you arrive at the venue, please [instructions: e.g., ask for the reservation under Company Name / call my phone number at (555) 000-0000].

Please confirm your availability for this time slot by replying to this email or calling [Phone Number] by [Date/Time]. If you have any questions or need to reschedule, please let us know as soon as possible.

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]