

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Candidate Address]

Subject: Interview Invitation for the Position of [Insert Job Title]

Dear [Candidate Name],

Following your initial application, we are pleased to invite you to a face-to-face interview with our client, [Client Company Name].

This interview will be held at an off-site location rather than the company headquarters. Please find the arrangement details below:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue Name/Cafe/Hotel Lobby], [Insert Full Address]

Interviewing with: [Insert Interviewer Name and Title]

Upon arrival, please [Insert Instructions, e.g., ask for the reservation under the name of Agency Name / contact the interviewer at the provided phone number].

Please bring a printed copy of your updated CV and [Insert any other required documents, e.g., ID or Portfolio].

Kindly confirm your attendance by replying to this email or calling me at [Insert Phone Number] by [Insert Deadline Date/Time].

We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]