

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you for an interview as part of our recruitment process.

## Interview Details

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Venue:** [Insert Venue/Building Name]
- **Address:** [Insert Full Address]

Please arrive 10 minutes early and bring the following documents:

- Updated resume/CV
- Valid photo identification
- Any relevant certificates or portfolios (if applicable)

Directions to our office: [Provide brief directions, nearby landmarks, or parking instructions as needed]

If you have any questions or require further assistance, please contact [Contact Person's Name] at [Contact Phone Number] or [Contact Email Address].

We look forward to meeting you and learning more about your qualifications.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]