

Date: [Insert Date]

Subject: Invitation to Onsite Interview – Confirmed Schedule

Dear [Candidate Name],

We appreciate your interest in the [Position Title] role at [Company Name]. We are pleased to invite you for an onsite interview as the next step in our selection process.

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time], [Time Zone]
- **Location:** [Company Name], [Full Address]
- **Point of Contact:** [Contact Person Name], [Contact Phone/Email]

Please bring the following items with you to the interview:

- Photo identification (for building entry)
- Copies of your updated resume and any relevant supporting documents
- [Any other required document]

If you have any questions about the interview process, directions, parking, or need to reschedule, please feel free to contact us at [Contact Email/Phone Number]. Kindly confirm your attendance by replying to this email by [RSVP Deadline].

We look forward to meeting you in person and discussing your qualifications further.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Email Address]

[Phone Number]