Subject Line: [COMPANY NAME]: Onsite Interview Invitation.

Hi [FIRST NAME],

[INTERVIEWER] was really impressed by you during your last conversation about the [JOB TITLE] position and we’re excited to invite you to interview at our office!

Please review the date and time options I’ve provided below and let me know which one works best for you. From there, I’ll send a confirmation email with a calendar invitation.

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

We’re excited to meet you in person, and we want you to feel comfortable and prepared when you arrive. Below is some information about us to help you plan for your interview.

You will be meeting with [INTERVIEWER], [JOB TITLE], and [INTERVIEWER 2], [JOB TITLE 2]. The interview will last no more than [LENGTH OF INTERVIEW].

During the interview, you will be asked to complete a skills assessment and discuss some of your recent work. Please bring [QUANTITY] samples of your [WORK], as well as a form of identification to be admitted to the building.

Our office is located at [ADDRESS]. We’re close to [PUBLIC TRANSPORTATION OPTIONS/PARKING DETAILS].

Our office dress code is [DRESS CODE], but we encourage you to wear whatever you’re most comfortable in.

Please reply directly to this email with your availability during the suggested times. If you have any questions, feel free to call me at [PHONE NUMBER].

Best

[YOUR NAME]

[YOUR EMAIL SIGNATURE]