

## Email subject line:

You're invited to an onsite interview with [company name] [[location]]!

## Header:

You're invited to [company name]!

## Subheader:

You're invited to [company name] on [date] at [time]. We're so excited to meet with you in person.

Host: [host name]

## Address:

[address]

## Custom content:

Hello [guest name],

We're looking forward to seeing you in our office! Read through our email to find helpful tips and information to get you prepared for your visit. Feel free to reach out if you have any questions.

## Register for your visit

Please register before your visit so we can get right to the good stuff on-site.

[Register now](#)

## How to get here & parking

[Insert any helpful information on driving directions, public transit options, and parking. You'll want to provide helpful tips and reminders, such as parking costs or suggestions on which stops to get off.]

If you have any trouble finding us, give us a quick call! You can reach our front lobby at [phone number]. Remember, it's best to plan to be here at least ten minutes before your interview time.

## Health and safety policy

Thank you for doing your part in helping us stay healthy and safe! For more information on how [company name] is working to ensure the health and safety of all our visitors, please visit our [link to blog or resource page].

Just a couple of quick reminders before your interview:

- Please don't come on-site if you are sick or have felt sick in the last 14 days. We'll happily reschedule your meeting or switch to a virtual interview.
- Cough into a tissue or cloth, or into your elbow
- Masks [are/are not] needed on-site our building
- Try to stand a few feet away from those you meet with
- Wash your hands frequently with soap and water or use one of our hand sanitizer stations

## Your schedule

[9:30 - 10:00 AM] Meet with [name of interviewer]

[10:0 - 10:30 AM] Meet with [name of interviewer]

Break

[11:00 - 11:30 AM] Meet with [name of interviewer]

## Dress code & tips

We know you're probably wondering how to dress for your interview. Here at [company name], we have a [business casual/ business professional/ casual] dress code. Be sure to dress to impress but make sure you are comfortable.

Some other tips to get you prepared for your interview with us:

- Bring your resume and do your research on who you will be meeting with.
- Arrive at least 10 minutes before your scheduled interview time.
- Check out our website at [website] and read up on our recent press release.
- Get a good nights sleep.
- Get excited—we certainly are!

Questions? Don't hesitate to reach out!