

## Email subject line:

You're invited to work at [company name] [location]!

## Header:

You're invited to [company name]!

## Subheader:

You're invited to [company name] on [date] at [time]. We're excited to work with you.

Host: [host name]

## Address:

[address]

## Custom content:

Hello [guest name],

Welcome to [company name]! We are 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. And 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.

## Sign documents before your visit

Before your visit on-site, please take a moment to review and sign these documents. This helps us make sure any important information regarding your employment contract stays protected and private.

Click the links below to sign the documents.

[document link]

[document link]

## WiFi access

Don't leave your laptop at home! When you arrive, ask our front lobby staff for the Wi-Fi information so you can log in and access what you need.

## Find a desk

Your host [host name] has reserved a desk for you for your first visit. If this is not your first visit, be sure to download the Envoy application through your app store. From there you can login to reserve a desk for your day on-site.

Where should you reserve a desk? We recommend booking a desk near your team or manager. You can view where they are sitting by opening up the map feature on your Envoy app.

## 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 appointment 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.

Questions? Don't hesitate to reach out!