Subject line: Invitation to second interview at [*Company\_name*] / Invitation to second interview with [*Company\_name*] for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

Thank you for taking the time to talk to us about the [*Job\_role*] position. We enjoyed getting to know you and we’d like to invite you for a second interview at our office.

Your interview will be with [*Interviewer\_name and Interviewer\_position*] and will last approximately [*X*] minutes. [*if applicable: mention what the purpose of the interview is, e.g. to complete a test or discuss a given assignment*.]

Would you be available on [*date and time/ range of dates/times*]? Please let me know if another date or time would work best for you.

Looking forward to meeting you again,

All the best / Kind regards,

[*Your name*]

[*Signature*]