

Invitation Letter for Second Round Job Interview Sample

Dear [Candidate Name],

Thank you for participating in the initial interview for the position of [Job Title] at [Company Name]. We are pleased to inform you that you have been shortlisted to proceed to the second round of interviews.

Please find the details for your second round interview below:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Office Address / Virtual Meeting Link]
- **Interview Format:** [e.g., Panel Interview, Case Study, Technical Assessment]

Please bring the following documents with you to the interview (if applicable):

- Updated resume/CV
- Portfolio or samples of work
- Any identification or documentation required for verification

Kindly reply to this email by [RSVP Deadline] to confirm your attendance. If you have any questions or if you are unable to attend on the scheduled date and time, please let us know as soon as possible so we can make alternative arrangements.

We look forward to meeting you again and further discussing your suitability for the [Job Title] position at [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]