

Date: [Insert Date]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to inform you that you have successfully passed the first round of our selection process.

We would like to invite you to attend a second round interview, which will provide us with an opportunity to discuss your qualifications and experience in more detail.

Interview Details:

- **Date:** [Insert Interview Date]
- **Time:** [Insert Interview Time]
- **Venue:** [Insert Interview Venue/Address or Virtual Meeting Link]
- **Interview Format:** [e.g., panel interview, technical assessment, etc.]
- **Preparation Required:** [Briefly mention any documents to bring or topics to prepare, if applicable]

Please confirm your attendance by replying to this email or contacting us at [Contact Information] by [RSVP Deadline].

If you have any questions or require further information, please do not hesitate to reach out.

We look forward to meeting you soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]