

Date: [Insert Date]

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for the second round of interviews for the position of [Job Title] at [Company Name]. We appreciate your interest in joining our team and your impressive performance during the initial interview.

Below are the details for your second-round interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Online Platform and Link]
- **Interviewer(s):** [Interviewer Name(s) and Title(s)]
- **Estimated Duration:** [Approximate Duration]

Interview Schedule:

Time	Activity	Interviewer
[Start Time] â€“ [Time]	Introduction & Company Overview	[Interviewer Name]
[Time] â€“ [Time]	Competency-based Interview	[Interviewer Name]
[Time] â€“ [End Time]	Q&A and Next Steps	[Interviewer Name]

Please confirm your availability for the scheduled interview by replying to this email by [Confirmation Deadline Date]. If you have any questions or require further information, do not hesitate to contact us at [Contact Information].

We look forward to meeting you again and learning more about your qualifications.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]