

Second Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for a second interview for the Administrative Assistant position at [Company Name]. We were impressed with your qualifications and believe you could be a great fit for our team.

The details of the interview are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location / Virtual Link]

Please confirm your availability for the interview by [Insert Date]. If you have any questions or need assistance, feel free to reach out to us.

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]