

Dear [Candidate's Name],

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

Please find the details of the second interview below:

- **Date:** [Insert date]
- **Time:** [Insert time]
- **Location:** [Insert address or virtual meeting link]
- **Interviewer(s):** [Insert names/titles]

We look forward to discussing your experience and how it aligns with our company's vision.

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]