

Invitation for Second Interview

Dear [Candidate's Name],

We are pleased to inform you that you have successfully passed the first round of interviews for the Project Manager position at [Company Name]. We would like to invite you for a second interview to further discuss your qualifications and potential contributions to our team.

Interview Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or specify if it will be a virtual interview]

Interview Panel: [List of Interviewers]

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

We look forward to speaking with you again.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]