

## **Second Interview Invitation**

Dear [Candidate's Name],

Thank you for your interest in the Administrative Assistant position at [Company Name]. We were impressed with your application and would like to invite you for a second interview.

Your second interview is scheduled for [Date] at [Time]. It will take place at our office located at [Company Address]. The interview will be conducted by [Interviewer's Name/Title].

Please confirm your availability for this date and let us know if you have any questions in the meantime.

We look forward to meeting you again.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]