

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for a second round interview for the [Position Title] at [Company Name]. We appreciate your interest in joining our team and were impressed with your performance during the first round.

The second interview is scheduled for [Date] at [Time]. It will take place at our office located at [Office Address]. The interview will be with [Interviewer's Name/Title] and will focus on [Brief Description of Interview Focus].

Please confirm your availability for this date and time. If you have any questions or require further assistance, feel free to reach out.

We look forward to meeting with you again.

Best regards,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]