

## Second Round Interview Invitation

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We are delighted to inform you that you have successfully passed the initial round of interviews for the [Position Title] at [Company Name]. Your qualifications and experience have caught our attention, and we would like to invite you for a second round interview to delve deeper into your candidacy.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Venue]

Please bring any additional documents or materials you feel would enhance our discussion.

This interview will provide us with an opportunity to explore your fit within our team and organization more comprehensively. If you have any questions or need assistance, please do not hesitate to contact us at [Contact Email] or [Contact Phone Number].

Looking forward to our continued discussions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Email]

[Contact Phone Number]