

Second interview invitation email

At this point, you have probably already met your candidate and have communicated via email more than once. When writing your second interview invitation email, a less formal tone is usually appropriate. But, like all recruiting emails, make sure the style you choose [aligns with your company culture](#) and the position you're recruiting for.

Your message should [prepare your candidate for their interview](#). Don't forget to clearly state that you're sending a second interview invitation in your email's subject line. Briefly explain what the purpose of the [second interview](#) is (e.g. to [review an assignment](#), complete a test or meet the CEO/hiring manager) and approximately how long the interview will take. Remind your candidates if they need to bring something with them (like their ID or portfolio).

Is the second round your final interview? See our [final round interview questions](#) for more options.

Looking to save time with the interview process? Sign up for our [15-day free trial](#) of Workable's end-to-end recruiting software and start hiring better people, faster.

Invitation to a second interview email template

Subject line: Invitation to second interview at [Company_name] / Invitation to second interview with [Company_name] for the [Job_title] position

Hi [Candidate_Name] / Dear [Candidate_Name],

Thank you for taking the time to talk to us about the [Job_role] position. We enjoyed getting to know you and we'd like to [invite](#) you for a second interview at our office.

Your interview will be with [Interviewer_name and Interviewer_position] and will last approximately [X] minutes. [if applicable: mention what the purpose of the interview is, e.g. to complete a test or discuss a given assignment.]

Would you be [available](#) on [date and time/ range of dates/times]? Please let me know if another date or time would work best for you.

Looking forward to meeting you again,

All the best / Kind regards,

[Your name]

[Signature]

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- This [second interview confirmation email template](#) can help you finalize interviews with job candidates.
 - Read about [smart interview techniques](#) to hire the right people
 - Learn how Workable's recruiting software can help [improve your interview process](#)
 - More email templates: [12 time-saving email templates for recruiters](#)