

first or second interview request letter

[Enter candidate name and address]

[Enter date]

Re: [Enter Position]

Dear [Enter Candidate Name],

I would like to express our thanks to you for coming along to meet us last [Enter the day] to discuss the above position.

As a result I am pleased to be able to write now and invite you to attend for a second interview to discuss matters further and would suggest the following arrangements:

Date: [Enter date]

Time: [Enter time]

It would be helpful if you could confirm as soon as possible by phone whether these proposals are convenient. If they are not, we shall be pleased to try to make alternative arrangements.

The second interview will be conducted by [Enter Interviewer Name] and you should ask for myself on arrival.

The interview will take [Enter an estimated period of time, eg. no longer than one hour]

We look forward to meeting you again. If you have any queries, please do not hesitate to contact us.

Yours sincerely,

[Enter Manager Name and Position]

