Dear [NAME],

Thank you for taking the time to discuss the [JOB TITLE] position with us. We’d like to invite you for a second round of interviews at our office. You’ll be meeting with:

- [NAME], [ROLE] (30 minutes)

- [NAME], [ROLE] (30 minutes)

The goal is to [PURPOSE OF INTERVIEW (ex: discuss an assignment or delve deeper into job duties, etc.)].

Are you available on [DATE] at [TIME] at [LOCATION]? If not, please let me know other dates or times that work.

The team looks forward to learning more about you. Thanks again for your time.

Sincerely,

[YOUR NAME]