Subject Line: [COMPANY NAME]: Invitation for Second Interview

Hi [FIRST NAME],

Thank you for taking the time to speak with [INTERVIEWER] about the [JOB TITLE] position at [COMPANY NAME].

We’re quite impressed by you and are eager to continue the conversation! We’d like to schedule a second interview with you during one of the following time options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

You will be speaking with [INTERVIEWER], [INTERVIEWER JOB TITLE], and the interview should last no more than [LENGTH OF INTERVIEW].

Please let me know which time works best for you. I will send a calendar invitation to confirm once we have selected a date and time.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]