

# 2 Second Interview Confirmation Email Template

## Detailed confirmation with agenda

Subject: Confirmation: Second Interview for [Job Title] at [Company Name]

Hi [Candidate Name],

Great news! We're excited to invite you to the second interview stage for the [Job Title] position at [Company Name].

This interview will give us a chance to explore [mention 1-2 key areas of focus, e.g., your technical skills and experience with project management] in more detail.

Here are the details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration]
- **Interviewer(s):** [Interviewer Name(s) and Title(s)]
- **Platform:** [Platform, e.g., Google Meet, Zoom]
- **Link:** [Interview Link]

### Here's a brief agenda for the interview:

- [X mins] Introductions
- [Y mins] Discussion on [Topic 1, e.g., Your experience with React]
- [Z mins] [Technical assessment/Behavioral questions/Case study discussion]
- [W mins] Your questions for us

To help you prepare, you might want to think about examples of how you've [mention a relevant skill or experience, e.g., solved challenging problems in a previous role].

Please confirm that this time works for you by replying to this email. If you need to reschedule, please let me know at least 24 hours in advance, and we'll do our best to accommodate.

We look forward to speaking with you!

Best regards,

[Your Name] [Your Title] [Company Name]

## Confirmation with pre-interview task

Subject: Confirmation of Second Interview and Pre-Interview Task

Hi [Candidate's Name],

Thank you for progressing to the next stage of our hiring process! We are pleased to invite you to a second interview for the [Job Title] position at [Company Name].

### Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Online/Address]

To help us get to know your skills better, we have a small task for you to complete before the interview. Here are the details:

### Pre-Interview Task:

- **Task Description:** [Brief description of the task]
- **Deadline:** [Deadline Date and Time]
- **Submission:** Please send your completed task to [Email Address] by the deadline.

Feel free to reach out if you have any questions or need further clarification. We look forward to seeing your work and speaking with you soon!

Best regards,

[Your Name]

[Your Job Title]