# Reply to Second Interview Invitation Examples

## Sample N°1

Dear Mrs/Ms (employee’s last name),

Thank you for the invitation to come back for a second interview and further discuss the exciting sales job opportunity.

I am pleased that my experience and qualifications are a good match for the position, and I look forward to meeting with you and your colleagues at (date).

Please let me know if you require any additional information before our interview.

Kind regards,

(Your name and last name)

## Sample N°2

(Your Name)

(City) (ZIP Code)

(Date)

Dear Ms / Mr (employee’s last name)

Thank you for the time you took this morning to discuss the job with me. I was very pleased to be asked back for a second interview and look forward to meeting with you again.

I would like to confirm that this meeting will take place at 9 a.m. on Friday, April 28. Please let me know if there is any additional information I can provide before our appointment.

Thank you for this opportunity.

Kind regards

(Your Name)

(Contact information)

## Sample N°3

Dear (employee’s name and last name),

I was very pleased to receive your email inviting me back for a second interview for the XYZ position. I am excited about the job and your company and look forward to meeting with you again.

Unfortunately, I have a meeting scheduled for Monday morning, which I cannot change. I respectfully ask that we reschedule the interview for either Tuesday or Wednesday at any time that suits you.

I apologize for any inconvenience caused, and thank you for your understanding.

Kind regards,

(Your Name)