

Subject: Confirmation: Follow-Up Interview - [Candidate Name] for [Job Title]

Dear [Candidate Name],

Thank you for your time during our initial discussion regarding the [Job Title] position with [Client Company Name].

Following our conversation, I am pleased to invite you to a follow-up interview with [Interviewer Name], [Interviewer Title]. This meeting will provide an opportunity to dive deeper into your experience and discuss the strategic goals of the role.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Video Link / Office Address]
- **Participants:** [List additional interviewers if applicable]

I have attached [a company brief/the position profile/relevant documents] for your review prior to the meeting. Please let me know if you have any questions or if there is a conflict with the proposed schedule.

I look forward to continuing our dialogue.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]