

[Your Name]
[Street Address]
[City, ST ZIP Code]
February 10, 2018

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

We enjoyed meeting with you on [date] to discuss our current job opening and are looking forward to continuing our discussion during your second interview. The second round of interviews will begin at [time] on [date]. The interviews will last approximately two to four hours. Please plan to be here four to six hours, however, because you will meet with several members of our staff, and we may run over schedule. We ask that you arrive and check in with the receptionist by [time].

The nondisclosure agreement that you signed prior to your first set of interviews will also apply during your second round of interviews.

If you have any questions about the interviews or the nondisclosure agreement, please contact me at [phone number].

Sincerely,

[Your Name]
[Title]