

Dear [Candidate Name],

Congratulations on reaching the executive assessment stage for the [Job Title] position at [Company Name].

The goal of this phase is to evaluate your leadership style, strategic thinking, and alignment with our organizational culture. Below is the schedule and orientation for your upcoming sessions:

1. Leadership Assessment

Date/Time: [Date] at [Time]

Format: [Online Platform/In-Person Location]

Details: This session involves psychometric testing and a behavioral competency review conducted by [Consultancy Name/Assessor Name].

2. Executive Interview Panel

Date/Time: [Date] at [Time]

Panelists:

- [Name], [Title]

- [Name], [Title]

3. Strategic Presentation

Topic: [Insert Topic or Case Study Title]

Requirements: Please prepare a [Number]-minute presentation followed by a Q&A session. You may share your screen or provide handouts in advance.

Preparation and Materials

- Please have a valid ID ready for verification.
- Ensure your camera and microphone are tested if the session is remote.
- Review the attached [Company Strategic Plan/Annual Report] as a reference for your presentation.

If you have any questions or require special accommodations, please contact [Contact Name] at [Phone/Email].

We look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Company Name]