

Dear [Candidate Name],

It is a pleasure to invite you to the next stage of our selection process for the [Position Title] role at [Company Name].

Following our initial discussions, we would like to schedule a panel interview to discuss your strategic vision and leadership approach in greater detail. This session will be held with members of our executive leadership team.

Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Duration:** [Duration, e.g., 90 minutes]

The Interview Panel:

- [Name], [Title]
- [Name], [Title]
- [Name], [Title]

Agenda:

The conversation will focus on [mention specific areas, e.g., long-term organizational strategy, cultural alignment, and operational scaling]. [Optional: You will also be asked to present a 15-minute briefing on the case study provided in the attachment.]

Please confirm your availability by [Deadline Date/Time]. If you have any questions regarding the format or participants, please let us know.

We look forward to a productive discussion.

Best regards,

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