

Dear [Candidate Name],

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

Following your initial interviews, we would like to schedule an Executive Panel Assessment. This session will provide you with the opportunity to meet with key members of our leadership team and discuss your strategic vision for the role in greater detail.

Assessment Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [In-person / Video Conference]
- **Location/Link:** [Office Address / Meeting Link]
- **Duration:** [Total Duration, e.g., 90 minutes]

Panel Members:

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

Agenda:

The session will consist of a [Number]-minute presentation followed by a Q&A session. [Insert specific instructions regarding the presentation topic or required materials here].

Please confirm your availability for this time slot by [Date/Time]. If you have any questions or require any adjustments for the interview, please let us know.

We look forward to speaking with you again.

Best regards,

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