

Dear [Candidate Name],

Congratulations. Based on your previous interviews, we are pleased to invite you to the final stage of our selection process for the [Job Title] position.

This stage will consist of a panel interview with members of our executive leadership team. This will be an opportunity for us to discuss your strategic vision, leadership style, and fit within our organization's long-term goals.

Interview Details:

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

The Interview Panel:

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

Preparation:

[Optional: Please be prepared to present a 15-minute presentation on [Topic] / Please review the attached corporate strategy document prior to the meeting.]

Please confirm your availability by [Date/Time]. If you have any questions or require any accommodations, please let me know.

We look forward to speaking with you again.

Best regards,

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