

Subject: Interview Invitation: Executive Search Panel for [Job Title]

Dear [Candidate Name],

Following our initial discussions, we are pleased to invite you to participate in a formal panel interview for the [Job Title] position at [Company Name].

This interview will be conducted by members of our executive leadership team and will provide an opportunity to discuss your strategic vision and leadership experience in greater detail.

The Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Panel Members:**
 - [Name], [Title]
 - [Name], [Title]
 - [Name], [Title]

Format:

The session is scheduled for [Duration]. You will be asked to [mention if there is a presentation required or specific case study]. Please have a copy of your CV and any supporting documents ready for reference.

Please confirm your availability for this time slot by [Date/Time]. If you have any scheduling conflicts, please let us know immediately so we can make alternative arrangements.

We look forward to speaking with you further.

Best regards,

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