

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Following your initial application and preliminary screening, we are pleased to invite you to interview for the position of [Job Title] with our Executive Board of Directors.

Your interview has been scheduled for:

Date: [Date of Interview]
Time: [Time of Interview]
Location: [Physical Address or Video Conferencing Link]

The panel will consist of the following board members:

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

This interview will last approximately [Duration] minutes. It will focus on your strategic vision, leadership experience, and long-term goals for [Company Name]. Please be prepared to present on [Topic, if applicable].

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date]. If you have any specific requirements or need further information, do not hesitate to contact [Contact Name].

We look forward to meeting with you.

Sincerely,

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