

Subject: Invitation to Executive Panel Interview - [Candidate Name] - [Job Title]

Dear [Candidate Name],

Thank you for your continued interest in the [Job Title] position with [Company Name]. Based on your previous conversations and impressive background, we are pleased to invite you to an executive panel interview.

This stage of the process provides an opportunity for our leadership team to learn more about your strategic vision and for you to meet the key stakeholders for this role.

Interview Details:

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

The Panel Members:

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

Preparation:

[Optional: Mention any required presentations, portfolio reviews, or specific documents the candidate should bring/prepare].

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

We look forward to speaking with you further.

Best regards,

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