

Dear [Candidate Name],

Congratulations. Based on your previous interviews, we are pleased to invite you to an Executive Panel Interview for the position of **[Job Title]** with our client, **[Client Company Name]**.

This interview will be conducted by a panel of senior leaders and stakeholders. This stage is designed to evaluate your strategic thinking, leadership capabilities, and cultural fit within the organization.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Virtual Link / Physical Address]
- **Duration:** [Duration, e.g., 90 minutes]

Panel Members:

- [Panelist Name 1] - [Job Title]
- [Panelist Name 2] - [Job Title]
- [Panelist Name 3] - [Job Title]

Preparation:

[Optional: Please be prepared to present a 10-minute presentation on [Topic]. / Please bring copies of your portfolio.]

Please confirm your availability by replying to this email or contacting me at [Phone Number] by [Deadline Date/Time].

We look forward to seeing you there.

Best regards,

[Your Name]
[Your Title]
[Recruitment Agency Name]