

Dear [Candidate Name],

It is my pleasure to invite you to the final panel interview for the position of [Job Title] with [Client Company Name]. Based on your previous conversations with our search team and the leadership at [Client Company Name], we believe your background aligns well with the strategic requirements of this role.

The panel interview is scheduled as follows:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]

The interview panel will consist of the following individuals:

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

The objective of this session is to discuss your leadership philosophy, your approach to [Specific Business Challenge], and your potential impact on the long-term vision of [Client Company Name].

Attached to this email, you will find [mention any attachments, e.g., corporate strategy documents, panelist bios, or case study instructions] for your review prior to the meeting.

Please confirm your availability at your earliest convenience. If you have any questions regarding the logistics or the format of the session, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]