

Dear [Candidate Name],

It is a pleasure to invite you to a Senior Leadership Panel Interview for the [Job Title] position at [Company Name]. Congratulations on reaching this stage of our selection process.

The interview is designed to discuss your strategic vision, leadership philosophy, and alignment with our organizational goals. You will be meeting with the following panel members:

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

Interview Details:

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Format:** [In-person Address / Video Link / Phone Number]
- **Duration:** [Duration, e.g., 90 minutes]

Preparation:

[Optional: Please be prepared to present a 15-minute presentation on [Topic]. / Please review the attached leadership competency framework.]

Please confirm your receipt of this invitation and your availability at the scheduled time by [Date/Time]. If you have any questions or require special accommodations, please let me know.

We look forward to a productive discussion.

Best regards,

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