

Dear [Candidate Name],

Congratulations. Based on your impressive background and experience, we are pleased to invite you to a Strategic Leadership Panel Interview for the position of [Job Title] at [Company Name].

This interview serves as a critical stage in our selection process. It is designed to evaluate your visionary thinking, organizational strategy, and leadership capabilities through a discussion with members of our senior executive team.

Interview Details:

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

The Interview Panel:

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

Agenda and Preparation:

During this session, the panel will focus on your approach to [mention specific strategic area, e.g., market expansion, digital transformation, or cultural change]. Please be prepared to discuss your previous leadership outcomes and your 90-day vision for this role.

[Optional: Mention any required presentation or case study materials to be submitted in advance.]

Please confirm your availability by [Deadline Date/Time]. If you have any questions or require specific accommodations, please contact [Contact Person Name] at [Email/Phone Number].

We look forward to discussing your potential impact on [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]