

Dear [Candidate Name],

Following our initial review of your profile for the **[Job Title]** position, we are pleased to invite you to a virtual video interview.

This session will be an opportunity to discuss your leadership experience, professional background, and the strategic requirements of this executive role.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Interviewer(s):** [Name and Title of Interviewers]
- **Platform:** [Zoom/Microsoft Teams/Google Meet]
- **Meeting Link:** [Click here to join](#)

Please confirm your availability by [Deadline Date]. If the time suggested above does not work for you, please let us know so we can reschedule accordingly.

We have also attached a brief overview of the company's current objectives for your reference. We look forward to our conversation.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]