

Subject: Invitation: Final Round Interview with [Client Company Name] - [Candidate Name]

Dear [Candidate Name],

Congratulations! We are pleased to invite you to the final round of interviews for the [Job Title] position with our client, [Client Company Name].

Based on your previous conversations, the team is eager to meet with you virtually to discuss your experience in more detail and provide further insight into the role and company culture.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration, e.g., 60 minutes]
- **Interviewers:** [Interviewer Names and Titles]
- **Platform:** [Video Platform Name, e.g., Zoom/Microsoft Teams]
- **Meeting Link:** [\[Link URL\]](#)

Preparation:

Please ensure you have a stable internet connection and that your camera and microphone are functioning correctly prior to the call. We recommend joining the link 5 minutes early to test your setup.

Kindly confirm your availability by replying to this email or by accepting the calendar invitation that will follow shortly.

We look forward to your interview!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]