

Dear [Candidate Name],

Following our recent discussions regarding the **[Job Title]** position, we are pleased to invite you to the final stage of our selection process: The Executive Group Assessment Center.

This session is designed to evaluate leadership competencies, strategic thinking, and collaborative decision-making through a series of simulations and group exercises with other shortlisted candidates and our executive leadership team.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Physical Address / Virtual Link]
- **Dress Code:** [Business Professional/Business Casual]

Agenda Overview:

- Welcome and Organizational Strategy Briefing
- Group Case Study Analysis
- Stakeholder Role-Play Simulation
- Executive Networking Lunch
- Individual Leadership Reflection

Preparation:

[Optional: Attached you will find a briefing document regarding our current market position. Please review this in advance.]

Please confirm your attendance by replying to this email or contacting [Contact Person Name] at [Phone Number/Email] by [RSVP Date]. If you have any dietary requirements or require specific accommodations, please let us know.

We look forward to seeing you there.

Best regards,

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