

Subject: Confirmation: Final Panel Interview for [Executive Position] - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final stage of our executive selection process for the position of [Position Title] at [Company Name].

Your final panel interview has been scheduled as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Conferencing Link]

The Panel:

You will be meeting with the following members of our leadership team:

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

Agenda and Preparation:

- **Format:** The session will last approximately [Duration].
- **Presentation:** [Optional: Please be prepared to present your 90-day strategy as previously discussed].
- **Materials:** Attached to this email, please find our [Annual Report/Strategic Deck] for your review prior to the session.

Please confirm your receipt of this invitation. We look forward to this final discussion regarding your vision for [Company Name].

Best regards,

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