

Subject: Invitation to Final Interview: Chief Executive Officer

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the position of Chief Executive Officer at [Company Name].

The Board of Directors was highly impressed with your previous interviews and your strategic vision for the organization. This final stage will be an opportunity for you to meet with the full Board and discuss our long-term objectives in greater detail.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Video Link]
- **Duration:** [Duration]

For this session, we would like you to prepare a [Number]-minute presentation regarding [Specific Topic/Strategic Plan]. Following the presentation, there will be a Q&A session with the board members.

Please confirm your availability by [Deadline Date]. If you have any questions regarding the format or materials required, please contact [Contact Person Name] at [Phone Number/Email].

We look forward to meeting with you again.

Sincerely,

[Your Name]
[Your Title/Chair of the Board]
[Company Name]