

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

It is a pleasure to invite you to the final stage of our executive selection process for the position of [Job Title] at [Company Name]. Based on our previous discussions, we are impressed with your background and would like to conduct a final assessment.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Link]
- **Panel:** [Names and Titles of Interviewers]

Assessment Agenda:

The session will last approximately [Duration]. You will be expected to:

- Deliver a [Number]-minute presentation on [Specific Topic/Strategic Challenge].
- Engage in a Q&A session regarding organizational strategy and leadership philosophy.
- Meet with members of the [Board of Directors/Executive Committee].

Please confirm your availability for this schedule by [Date/Time]. If you have any specific requirements or need further documentation regarding the company's strategic goals prior to this meeting, please let us know.

We look forward to a deep dive into how your leadership can shape the future of [Company Name].

Sincerely,

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