

Subject: Invitation to Final Interview - [Executive Position Title]

Dear [Candidate Name],

It is a pleasure to invite you to the final stage of our executive search process for the position of [Job Title]. Following your previous conversations with our team, we would like you to meet with our [Senior Leadership/Board of Directors] to discuss your vision and fit for this role in greater detail.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Interviewers:** [Name and Title of Interviewers]

The session is expected to last approximately [Duration]. [Optional: Please be prepared to present on the topic of "The 90-Day Strategy for X" as discussed previously].

Please confirm your availability by [Date/Time]. If you have any questions or require additional documentation prior to the meeting, do not hesitate to reach out.

We look forward to meeting with you again.

Best regards,

[Your Name]

[Your Title]

[Company/Search Firm Name]