

Subject: Invitation: Final Executive Interview - [Position Name]

Dear [Candidate Name],

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

Following your previous discussions, our client is impressed with your background and would like to conduct a final executive interview to discuss your strategic vision and leadership approach in more detail.

Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [In-person / Video Call]
- **Location/Link:** [Address or Meeting Link]
- **Interviewers:** [Name and Title of Executives]

This session is designed to be a high-level conversation regarding the company's long-term objectives and how your expertise aligns with their future growth. We recommend preparing to discuss your past organizational impact and your first 90-day strategy.

Please confirm your availability by [Time/Date]. If you have any questions prior to this meeting, please feel free to reach out to me directly.

Best regards,

[Your Name]

[Title]

[Executive Search Firm Name]