

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

Dear [Candidate Name],

It is a pleasure to inform you that you have been shortlisted for the final stage of the recruitment process for the position of [Executive Position Name] at [Client Company Name].

This final interview will be conducted by [Interviewer Name], [Interviewer Title]. This session is designed to focus on high-level strategic alignment, cultural leadership, and the long-term vision for the role.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Duration:** [Duration, e.g., 60 minutes]

As part of this final assessment, you are requested to [insert specific requirement, e.g., prepare a 10-minute presentation on market expansion / bring a list of professional references].

Please confirm your availability for this time slot by replying to this email. If you have any questions prior to the meeting, feel free to contact me directly.

We look forward to your final interview.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]