

[Date]

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

Dear [Candidate Name],

Congratulations on reaching the final stage of the search process for the **[Job Title]** position with **[Client Company Name]**. Based on the strength of your previous interviews and your professional background, the selection committee has invited you for a final executive interview.

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Start Time] to [End Time] [Time Zone]
- **Location/Link:** [Physical Address or Virtual Meeting Link]

Interview Panel:

- [Interviewer Name], [Title]
- [Interviewer Name], [Title]
- [Interviewer Name], [Title]

Agenda and Preparation:

This session will focus on [specific focus area, e.g., strategic vision, cultural alignment, and long-term leadership goals]. You may be asked to [mention any specific requirements, e.g., deliver a 15-minute presentation or review a case study].

Attached to this email, you will find [mention any attachments, e.g., the company's annual report, a detailed org chart, or the presentation brief].

Please confirm your availability for this time slot by [Deadline Date/Time]. If you have any questions regarding the logistics or the panel members, please contact me directly.

We look forward to your continued participation in this search.

Best regards,

[Your Name]
[Your Title]
[Retained Search Firm Name]