

Subject: Interview Invitation: Senior Leadership Position - [Candidate Name]

Dear [Candidate Name],

It was a pleasure speaking with you during the previous rounds of our selection process. Based on our evaluations, we would like to invite you to the final stage of interviews for the [Job Title] position.

This final round will consist of a series of meetings with our executive leadership team and [Board Members/Key Stakeholders]. This will be an opportunity to discuss your strategic vision for [Company Name] and for you to ask high-level questions regarding our long-term goals.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Format:** [In-person/Virtual]
- **Location/Link:** [Office Address or Meeting Link]

Interview Panel:

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

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

We look forward to a productive conversation.

Best regards,

[Your Name]

[Your Title]

[Company Name]