

Subject: Invitation to Final Interview: Vice President of [Department Name] - [Candidate Name]

Dear [Candidate Name],

It was a pleasure speaking with you during the previous rounds of our interview process. Based on your impressive background and our discussions thus far, we are pleased to invite you to the final stage of interviews for the Vice President of [Department Name] position at [Company Name].

This final stage will consist of a series of meetings with our executive leadership team, including [Names/Titles of Executives]. This will be an opportunity to discuss your strategic vision for the role and your potential impact on the organization's long-term goals.

Interview Details:

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

[Optional: Please be prepared to deliver a 15-minute presentation regarding (Topic/Strategy), followed by a Q&A session.]

Please confirm your availability for this schedule by [Date/Time]. If you have any questions regarding the itinerary or require any specific arrangements, please let us know.

We look forward to meeting with you again.

Best regards,

[Your Name]

[Your Title]

[Company Name]