

Subject: Invitation: Coffee Chat with [Senior Leader Name]

Dear [Candidate Name],

Following our recent discussions regarding the [Job Title] position, we would like to invite you to an informal coffee chat with [Senior Leader Name], [Senior Leader Title].

At [Company Name], we believe it is important for our future leaders to connect with our executive team to discuss our long-term vision, company culture, and the strategic impact of this role.

Meeting Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address / Virtual Link]

Please let us know if this time works for you, or if you have alternative availability during the week of [Date].

We look forward to continuing our conversation.

Best regards,

[Your Name]

[Your Title]

[Company Name]