

Subject: Invitation: Case Study Presentation - [Candidate Name] - [Job Title] Role

Dear [Candidate Name],

Following our recent interview, we are pleased to invite you to the final stage of our executive search process for the [Job Title] position at [Client Company Name].

As discussed, this stage involves a case study presentation to provide the selection committee with deeper insights into your strategic approach and leadership style.

**Presentation Details:**

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Duration:** [Total Duration] ([Number] minutes for presentation, [Number] minutes for Q&A)

**Panel Members:**

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

**Case Study Topic:**

[Insert brief description of the challenge or attach a separate PDF document].

**Requirements:**

- Please prepare a slide deck (PowerPoint or PDF).
- Focus your presentation on [Specific Goal/KPI].
- Submit your final materials to [Email Address] by [Deadline Date/Time].

Should you have any questions regarding the brief or the logistics of the presentation, please do not hesitate to contact me.

We look forward to your presentation.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]