

Subject: Invitation to Leadership Case Study Presentation - [Candidate Name]

Dear [Candidate Name],

Congratulations on moving forward to the next stage of our hiring process for the [Job Title] position at [Company Name].

As discussed, the next step is a Case Study Presentation. This exercise is designed to evaluate your strategic thinking, leadership approach, and ability to drive results within our organization.

Assignment Details:

Please prepare a presentation based on the following prompt: [Insert Case Study Scenario/Prompt Here].

Interview Schedule:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Duration:** [Total Duration, e.g., 60 minutes]

Format:

- [Number] minutes for your presentation.
- [Number] minutes for Q&A with the leadership panel.
- You may use [PowerPoint/Keynote/PDF] for your visual aids.

Panelists:

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

Please submit your final presentation deck to [Email Address] by [Time/Date] so we can have it ready for the session.

If you have any questions regarding the case study or the logistics of the interview, please feel free to reach out.

Best regards,

[Your Name]
[Your Title]
[Company Name]