

Subject: Invitation to Virtual Interview and Case Study Presentation - [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We were impressed with your background and would like to invite you to the next stage of our hiring process: a virtual interview and case study presentation.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Platform:** [Meeting Link/Zoom/Teams]
- **Panelists:** [Names and Titles of Interviewers]

**Case Study Instructions:**

As part of this interview, you are required to prepare a [Number]-minute presentation based on the attached case study brief. Please prepare your slides in advance and be ready to share your screen during the call. Following your presentation, there will be a Q&A session regarding your approach and findings.

**Agenda:**

- Introductions: 5 Minutes
- Case Study Presentation: [Number] Minutes
- Q&A and Discussion: [Number] Minutes
- General Interview Questions: [Number] Minutes

Please confirm your availability for this time slot by [Deadline Date/Time]. If you have any technical requirements or questions regarding the case study, feel free to reach out.

We look forward to hearing your insights.

Best regards,

[Your Name]

[Your Title]

[Company Name]