

Subject: Confirmation: Final Round Executive Portfolio Review - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the [Job Title] position at [Company Name]. Congratulations on reaching this stage of our executive selection process.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time] [Time Zone]
- **Location/Platform:** [Physical Address or Meeting Link]

The Portfolio Presentation:

As discussed, this session will focus on your C-Suite Portfolio. You will have [Number] minutes to present your strategic vision, past transformations, and leadership philosophy, followed by a Q&A session with our Board of Directors and Executive Committee.

Interview Panel:

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

Action Required:

Please share your presentation deck and any supporting digital materials by [Date/Time] so they may be distributed to the panel in advance. If you require any specific technical equipment or software for your presentation, please let us know immediately.

We look forward to your presentation and discussing how your leadership will shape the future of [Company Name].

Best regards,

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