

Subject: Final Interview Confirmation: Chief Executive Officer - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the position of Chief Executive Officer at [Company Name]. Following our previous discussions, the Board of Directors is looking forward to meeting with you to discuss your vision for the company's future.

The details of your final interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Link]
- **Panel Members:** [Names and Titles of Board Members]

Agenda:

The session will consist of a [Number]-minute presentation regarding [Topic/Strategic Prompt], followed by a formal Q&A session with the Board. Please ensure any visual materials are sent to this email address at least 24 hours prior to the meeting.

Please confirm your receipt of this invitation and your attendance by [Deadline Date/Time].

We look forward to a productive conversation.

Sincerely,

[Your Name]
[Your Title/Chair of the Search Committee]
[Company Name]