

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the Chief Financial Officer position at [Company Name]. Based on our previous conversations, we are eager to discuss your strategic vision and financial leadership experience in greater detail with our executive team.

Interview Details:

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

Agenda:

- [Time]: Strategy Session with [CEO Name], Chief Executive Officer
- [Time]: Board Presentation / Case Study Review
- [Time]: Culture Fit Interview with [Panel Member Names/Titles]

Preparation:

[Insert instructions regarding any presentations, financial models, or documents the candidate needs to bring or prepare].

Please confirm your receipt of this invitation and your availability by [Deadline Date/Time]. We have attached the current company annual report and the full interview panel biographies for your review.

We look forward to meeting with you.

Best regards,

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