

Subject: Confirmation: Final-Round Executive Interview - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final-round interview for the [Job Title] position with our client, [Client Company Name]. Your progress through the initial stages has been impressive, and we look forward to this concluding discussion.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [In-person / Virtual via Link]
- **Location/Link:** [Physical Address or Meeting URL]

Interview Panel:

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

Agenda:

This session will focus on your strategic vision, leadership style, and cultural alignment with the executive team. Please be prepared to discuss [Specific Topic, e.g., your 90-day plan / specific case study].

Next Steps:

Please confirm your receipt of this invitation by [Time/Date]. If you have any questions regarding the logistics or the panel, please reach out to me directly.

Best regards,

[Your Name]
[Your Title]
[Search Firm Name]