

Dear [Candidate Name],

It is a pleasure to invite you to the final-round executive interview for the [Job Title] position at [Agency Name]. Based on your previous conversations with our team, we are eager to discuss how your leadership and expertise align with our agency's long-term vision.

The details for your executive interview are as follows:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [In-Person / Video Conference]
- **Location/Link:** [Physical Address or Meeting Link]
- **Interviewers:** [Name and Title of Executive 1], [Name and Title of Executive 2]

This final stage will focus on strategic growth, cultural synergy, and your specific approach to [Key Agency Priority]. You will have the opportunity to engage directly with our executive leadership team to discuss the future of the agency.

Please confirm your availability by [Deadline Date/Time]. If you have any additional portfolio materials or case studies you would like the executive team to review prior to the meeting, please attach them in your reply.

We look forward to this final conversation.

Best regards,

[Your Name]  
[Your Title]  
[Agency Name]