

Subject: Confirmation: Final-Round Executive Interview - Global Board of Directors

Dear [Candidate Name],

It is a pleasure to invite you to the final stage of our executive selection process. This interview represents the concluding round for the [Job Title] position and will be conducted by members of our Global Board of Directors.

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Board Panelists:**
 - [Panelist Name 1], [Title]
 - [Panelist Name 2], [Title]
 - [Panelist Name 3], [Title]

Agenda:

The session will last approximately [Duration]. It will focus on global strategic vision, organizational governance, and long-term cultural alignment. You will also have the opportunity to ask the Board questions regarding the company's future trajectory.

Preparation:

Please ensure you have [Document Name, e.g., Case Study/Presentation] ready for review if previously requested. For virtual interviews, we recommend logging in five minutes early to test your connection.

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

We look forward to a productive discussion.

Best regards,

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