

Subject: Confirmation: Final Interview for [Position Name] - [Candidate Name]

Dear [Candidate Name],

On behalf of [Client Company Name], we are pleased to invite you to the final round of interviews for the [Position Name] role.

This final stage is designed to provide you with deeper insight into the organization's strategic vision and to finalize the assessment of cultural and leadership alignment.

Interview Details:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Format:** [In-person / Video Conference]
- **Location/Link:** [Physical Address or Meeting Link]

Interview Panel:

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

Agenda:

[Brief description of the day, e.g., 1-hour session with the CEO followed by a meeting with the Board of Directors.]

Preparation:

[Mention any required presentations, documents to bring, or specific topics to be prepared for.]

If you have any questions prior to this meeting, please do not hesitate to contact me directly.

Best regards,

[Your Name]

[Your Title]

[Retained Search Firm Name]