

Subject: Confirmation: Final Round Interview for Senior Vice President - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the Senior Vice President position at [Company Name]. The leadership team was impressed with your previous conversations, and we look forward to discussing this opportunity with you in further detail.

Interview Details:

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

Agenda and Interviewers:

- [Time]: Strategy Discussion with [Name], Chief Executive Officer
- [Time]: Operational Review with [Name], Chief Operating Officer
- [Time]: Board Member Presentation / Q&A

Preparation:

[Optional: Please be prepared to present a 15-minute overview of your 90-day strategic vision as discussed in the previous round.]

If you have any questions or require any additional information prior to the meeting, please contact me directly.

We look forward to seeing you again.

Best regards,

[Your Name]

[Your Title]

[Company Name]