

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

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the [Job Title] position at [Company Name]. We have enjoyed our conversations thus far and look forward to discussing your potential leadership role within our organization in greater detail.

Interview Details:

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

Interview Schedule:

- [Time]: [Interviewer Name], [Interviewer Title]
- [Time]: [Interviewer Name], [Interviewer Title]
- [Time]: [Interviewer Name], [Interviewer Title]

Preparation:

This session will focus on high-level strategy, cultural alignment, and your vision for the [Department/Company]. [Optional: Please be prepared to present the brief requested in the previous round.]

If you have any questions or require additional information regarding the panel members prior to our meeting, please do not hesitate to reach out.

We look forward to seeing you soon.

Best regards,

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