

Subject: Confirmation: Final Round Virtual Panel Interview - [Candidate Name]

Dear [Candidate Name],

Congratulations on reaching the final stage of our hiring process for the [Job Title] position. We are pleased to invite you to a virtual panel interview with our executive leadership team.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Start Time] to [End Time] [Time Zone]
- **Virtual Meeting Link:** [\[Meeting Link/URL\]](#)
- **Meeting ID:** [ID Number]
- **Passcode:** [Passcode, if applicable]

**Panel Members:**

- [Name], [Job Title]
- [Name], [Job Title]
- [Name], [Job Title]

**Agenda & Preparation:**

This session will last approximately [Number] minutes. The panel will focus on your strategic vision, leadership experience, and cultural alignment with [Company Name]. [Optional: Please be prepared to present the 15-minute case study/presentation requested in the previous brief.]

**Technical Requirements:**

- Please ensure you have a stable internet connection.
- Join the meeting 5 minutes early to test your audio and video settings.
- If you experience any technical difficulties, please contact [Contact Name] at [Phone Number/Email].

We look forward to a productive conversation.

Best regards,

[Your Name]

[Your Title]

[Company Name]