

Subject: Confidential Invitation: Final Round Interview - [Position Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final round of interviews for the position of [Position Name]. We have been impressed with your background and the insights you shared during our previous conversations.

As this is a **confidential search**, we appreciate your continued discretion regarding this process. To maintain this confidentiality, the final stage will consist of [Number] meetings with members of our executive leadership team.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location/Format:** [Physical Address / Secure Video Link]
- **Panelists:** [Name/Title of Interviewer 1], [Name/Title of Interviewer 2]

Agenda:

[Briefly mention if there is a presentation, case study, or specific topic to prepare for.]

Please confirm your availability for this schedule by [Date/Time]. If you have any specific requirements for this meeting, please let us know in your reply.

We look forward to speaking with you again.

Best regards,

[Your Name]

[Your Title]

[Company Name]