

Dear [Candidate Name],

We are pleased to invite you to an executive panel interview for the [Job Title] position at [Company Name]. Your application and previous discussions have impressed us, and we look forward to discussing your potential leadership role within our organization.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]

The Interview Panel:

- [Panelist Name 1], [Job Title]
- [Panelist Name 2], [Job Title]
- [Panelist Name 3], [Job Title]

Agenda:

The session will last approximately [Duration]. It will include a brief introduction, a series of behavioral and strategic questions from the panel, [Optional: a presentation on your 90-day plan], and time for your questions.

Preparation:

Please ensure you have a stable internet connection (if remote) and bring [Specific Documents, e.g., references or portfolio].

Please confirm your availability by replying to this email by [Deadline Date/Time]. If you have any questions in the meantime, feel free to reach out.

Best regards,

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