

Subject: Confirmation of Executive Leadership Interview - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the executive leadership interview for the position of [Job Title] at [Company Name]. We look forward to discussing your vision and how your experience aligns with our strategic goals.

Given our global operations, we have scheduled this virtual session to accommodate multiple time zones. Please find the details below:

Date: [Date]

Time (Your Local Time): [Time] [Time Zone]

Time (Headquarters Time): [Time] [Time Zone]

Platform: [Zoom/Microsoft Teams/Google Meet Link]

Meeting ID: [ID Number]

Passcode: [Passcode]

Interview Panel:

- [Interviewer Name], [Title]
- [Interviewer Name], [Title]
- [Interviewer Name], [Title]

Agenda:

The session will last approximately [Number] minutes. We will focus on [Strategy/Growth/Operations] and reserve the final [Number] minutes for your questions to the panel.

Action Required:

Please reply to this email to confirm your availability for the scheduled time. We also recommend testing the meeting link 5 minutes prior to the start time to ensure a stable connection.

If you have any questions or require additional documentation before the meeting, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]