

Subject: Confirmation: Executive Presentation - [Candidate Name]

Dear [Candidate Name],

Congratulations on moving forward to the Executive Presentation stage for the [Job Title] position at [Company Name]. This stage is designed for you to demonstrate your strategic thinking and communication skills to our leadership team.

The details for your presentation are as follows:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Panel Members:** [Name/Title], [Name/Title]

Presentation Prompt:

[Insert specific topic, problem statement, or case study here].

Guidelines:

- Your presentation should last no longer than [Number] minutes.
- A [Number] minute Q&A session will follow the presentation.
- Please submit your slides in [Format, e.g., PDF/PPT] via email by [Deadline Date/Time].
- [Optional: Mention if they need to bring their own laptop or provide specific data].

If you have any technical requirements or questions regarding the prompt, please let me know by [Date].

We look forward to your presentation.

Best regards,

[Your Name]

[Your Title]

[Company Name]