

Dear [Candidate Name],

It was a pleasure speaking with you regarding the [Job Title] position at [Company Name]. We are impressed with your background and would like to formally invite you to an initial executive interview.

The details for the interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewers:** [Interviewer Name], [Interviewer Title]

This session will focus on your leadership philosophy, strategic vision, and alignment with our organizational goals. We anticipate the conversation will last approximately [Duration] minutes.

Please confirm your availability for this time by replying to this email. If you have any questions or require additional information beforehand, feel free to reach out.

We look forward to a productive discussion.

Best regards,

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