

Subject: Confirmation: Final Interview for [Job Title] - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to invite you to the final stage of the interview process for the **[Job Title]** position with our client, **[Client Company Name]**.

Following your successful discussions to date, this final session is designed to focus on [specific focus, e.g., cultural alignment and strategic vision]. You will be meeting with the following members of the leadership team:

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

Interview Details:

Date: [Date]

Time: [Time] [Time Zone]

Location/Link: [Physical Address or Video Conference Link]

Expected Duration: [Duration, e.g., 90 minutes]

Preparation:

[Optional: Mention any specific presentations, case studies, or documents the candidate needs to prepare.]

Please confirm your receipt of this invitation and your availability at the scheduled time. If you have any questions regarding the format or the panel, please do not hesitate to contact me directly.

We look forward to your participation in this final step.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]