

Dear [Candidate Name],

It is a pleasure to confirm your upcoming Senior Executive Assessment for the position of [Job Title] at [Company Name]. This stage of our selection process is designed to evaluate leadership competencies and strategic alignment.

**Schedule Details:**

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location/Platform:** [Physical Address or Video Link]

**Assessment Panel:**

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

**Agenda:**

[Briefly list components, e.g., Strategic Presentation, Behavioral Leadership Interview, Psychometric Review]

**Preparation:**

Please ensure you have [Specific Documents/Presentations] ready. For virtual sessions, we recommend logging in five minutes early to test your connection.

If you have any questions or require adjustments prior to the session, please contact [Contact Name] at [Phone/Email].

We look forward to a productive discussion.

Best regards,

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