

[Your Name]
[Your Company Name]
[Date]

[Candidate Name]
[Candidate Address]

Subject: Confirmation of Final Stage Interview and Presentation

Dear [Candidate Name],

We are pleased to invite you to the final stage of our interview process for the [Job Title] position. This stage will include a formal interview and a presentation to our selection committee.

Schedule Details:

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

Presentation Requirements:

- **Topic:** [Insert Presentation Topic]
- **Duration:** [Number] minutes, followed by [Number] minutes for Q&A.
- **Format:** [e.g., PowerPoint, PDF, or Live Demo].

Please submit your presentation materials to [Email Address] by [Deadline Date/Time]. If you are attending in person, please bring a copy on a USB drive as a backup.

Interview Panel:

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

Please confirm your attendance by [Date]. If you have any questions regarding the technical setup or requirements, please feel free to contact me.

We look forward to your presentation.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Job Title]