

Date: [Insert Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Technical Presentation and Client Interview

Dear [Candidate Name],

We are pleased to invite you to the final stage of our selection process for the [Job Title] position. This stage will include a technical presentation followed by an interview with our client, [Client Name].

The details of the session are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Format:** [Virtual/In-Person]
- **Meeting Link/Location:** [Insert Link or Address]

#### **Technical Presentation Requirements:**

You are requested to prepare a [Number]-minute presentation on the following topic: [Insert Topic]. Following the presentation, there will be a Q&A session focused on your technical approach and problem-solving skills.

#### **Interview Panel:**

- [Interviewer Name 1], [Job Title]
- [Interviewer Name 2], [Job Title]

Please confirm your availability by replying to this email by [Insert Deadline]. If you are using any slides or digital materials, please send them to us 24 hours in advance.

We look forward to your presentation.

Best regards,

[Your Name]

[Your Title]

[Company Name]