

3 CEO Interview Invitation Email Template

Follow-Up CEO Invitation Email Template

Subject: Quick Follow-Up: Invitation to Discuss Exciting Leadership Opportunity

Hi [Candidate's Name],

I hope this message finds you well. I wanted to follow up on my previous email regarding the exciting opportunity to join [Company Name] as our CEO. We are eager to discuss how your leadership experience aligns with our vision.

Understanding your busy schedule, I would be happy to arrange a call at a time that suits you. Please let me know your availability, and we can coordinate accordingly.

Thank you for considering this opportunity. I look forward to the possibility of connecting with you soon.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

CEO Invitation Email Template After Initial Screening

Subject: Next Steps in Your CEO Application Process

Dear [Candidate's Name],

Congratulations on successfully passing the initial screening for the CEO position at [Company Name]. We were impressed with your background and accomplishments.

We would like to invite you to the next stage of our hiring process. Here are the details:

- **Date & Time:** [Proposed Date & Time]
- **Location/Platform:** [Office Address/Virtual Meeting Link]
- **Duration:** Approximately [Duration]
- **Interviewers:** [Names and Titles of Interviewers]

This interview will give us a chance to learn more about your vision and leadership style, and for you to ask any questions you might have about the role or our company.

Please confirm your availability for the proposed date and time. If you have any scheduling conflicts, let us know, and we will do our best to accommodate.

Thank you for your continued interest in joining [Company Name]. We look forward to the opportunity to speak with you soon.

Best regards,

[Your Full Name]

[Your Job Title]

[Company Name]

[Contact Information]

CEO Interview Confirmation Email Template

Subject: Interview Confirmation - CEO Position

Dear [Candidate's Name],

Thank you for your interest in the CEO position at [Company Name]. We are pleased to confirm your interview with our team.

Interview Details:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Duration:** Approximately [Duration]
- **Format:** [In-person/Virtual]
- **Location/Platform:** [Office Address/Video Call Link]

Preparation:

- Please review the [interview statistics](#) to help you prepare.
- Bring a copy of your resume and any other relevant documents.

If you have any questions or need to reschedule, feel free to reach out to me at [Your Email] or [Your Phone Number].

Looking forward to our conversation.

Best regards,

[Your Full Name]

[Your Job Title]