Final interview invitation email

Within two business days of the previous round, while the candidate's interest is high. Offer slots no more than about a week out so the process does not stall at the last step.

ONSITE FINAL ROUND

Subject: Final interview for [Job Title] at [Company]

Hi [First Name],

The team enjoyed meeting you, and we'd like to invite you to the final interview for the [Job Title] role.

Here's what to expect:

- **When:** [Date] at [Time], about [Duration]
- **Where:** [Office Address]. Ask for [Host Name] at reception. [Parking or transit note.]
- **Who you'll meet:** [Interviewer 1, Title], [Interviewer 2, Title] and [Interviewer 3, Title]
- **Format:** [e.g. a 45-minute conversation with the hiring manager, a 30-minute case discussion and a short tour of the floor]

Please bring [photo ID / work samples / nothing beyond yourself]. If the time doesn't work, reply with two or three alternatives and I'll rearrange.

This is the last step. We plan to make a decision by [Decision Date].

See you soon,

[Your Name]
[Title], [Company]
[Phone Number]

VIRTUAL FINAL PANEL

Subject: Invitation: final round interview for [Job Title]

Hi [First Name],

Thanks for your time in the earlier rounds. We'd like you to join us for the final round interview for [Job Title].

Please pick a time that suits you here: [Scheduling Link]

The interview is [Duration] on [Video Platform] with [Interviewer Names and Titles]. We'll focus on [topics, e.g. how you'd plan your first 90 days and a walk-through of a project you led].

A few practical notes: join a couple of minutes early to test your audio, and let me know if you need any accommodation for the interview.

We expect to make a decision within [Number] business days of the final round.

Best,

[Your Name]
[Title], [Company]

HR ROUND

Subject: Next step for [Job Title]: HR interview

Hi [First Name],

Good news: you've been recommended for the final stage of the [Job Title] process, a [Duration] conversation with [HR Contact Name], our [HR Title].

This round covers practical details: start date, schedule, compensation expectations, benefits and any questions you have about working here. There's nothing to prepare beyond thinking through your start date and availability.

Available times: [Option 1], [Option 2] or [Option 3]. Reply with the one that works and I'll send a calendar invite.

[Your Name]
[Company]

SENIOR OR EXECUTIVE FINAL

Subject: Final conversation with [Executive Name], [Job Title]

Hi [First Name],

Thank you for the time you've put into this process. [Executive Name], our [Executive Title], would like to meet you for a final conversation about the [Job Title] role.

The meeting is about [Duration] and will be [in person at Location / by video]. [Executive Name] is most interested in [e.g. your view on the priorities for the team over the next year and how you'd approach them].

[Executive Name]'s assistant, [Assistant Name], has proposed these times: [Option 1] or [Option 2]. If neither works, let me know and we'll find another.

Happy to talk beforehand if you'd like context on [Executive Name] or the team.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Final interview for [Job Title] at [Company]
- Invitation to the final round: [Job Title]
- You're through to the final interview
- Last step for [Job Title]: let's schedule it
- Final round interview: please pick a time
- Meet the team: final interview for [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. You're through to the final interview for [Job Title]. Book a time here: [Scheduling Link]. Details are in your email. Reply here with any questions.

Placeholders to replace: [First Name], [Job Title], [Company], [Date], [Time], [Duration], [Office Address], [Host Name], [Interviewer Names and Titles], [Scheduling Link], [Video Platform], [Decision Date], [HR Contact Name], [Executive Name], [Your Name], [Phone Number]