

Introduction Letter for Hiring Panel

Date: [Insert Date]

To: [Hiring Panel Members' Names]

From: [Your Name]

Subject: Introduction for [Position Title] Interview

Dear [Hiring Panel Members' Names],

I hope this message finds you well. My name is [Your Name], and I am writing to introduce myself as a candidate for the [Position Title] position at [Company Name]. I am deeply honored to be considered for this role and look forward to the opportunity to discuss my qualifications with you.

With a background in [Your Field/Industry] and relevant experience in [Specific Skills/Experience Related to Job], I am eager to bring my expertise to [Company Name]. Throughout my career, I have demonstrated my ability to [mention key accomplishments or relevant skills], which I believe aligns with the goals of your team.

I appreciate the time and effort you and the panel invest in reviewing my application, and I look forward to the chance to speak with you soon.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Contact Information]