

Introduction Letter

Date: [Insert Date]

To: [Interview Panel Members' Names]

Dear Panel Members,

My name is [Your Name], and I am pleased to be part of the recruitment panel for the [Job Title] position at [Company Name]. I have joined the panel to provide insights and assist in selecting the best candidate for this role.

As [Your Position/Role], I bring [mention your relevant experience or expertise] to this recruitment process. I look forward to collaborating with you all and sharing our collective knowledge to ensure a thorough evaluation of the candidates.

Thank you for the opportunity to be involved in this important decision-making process. I am eager to contribute to finding the right fit for our organization.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]