

Welcome to the Interview Advisory Panel

Dear [Candidate's Name],

We are pleased to welcome you to the interview advisory panel for the [Position Title] at [Company Name]. We appreciate your interest in joining our team and your willingness to share your insights during this important process.

Your experience and perspectives will be invaluable to us as we seek to identify the best candidates for our organization. We look forward to engaging with you and hearing your thoughts.

Please find the details of the upcoming interview scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Link to virtual meeting]

If you have any questions prior to the meeting, please feel free to reach out to us at [Contact Information].

Thank you for being part of this important process. We look forward to your valuable contributions.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]