

Dear [Candidate's Name],

We are pleased to confirm your panel interview for the [Job Title] position at [Company Name]. The interview is scheduled for [Date] at [Time]. It will take place at [Location/Zoom link].

You will be meeting with [Panel Members' Names and Titles]. Please ensure you come prepared to discuss your experiences and qualifications.

If you have any questions or need to reschedule, feel free to reach out.

Looking forward to meeting you.

Best regards,

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