

Dear [Candidate's Name],

We are pleased to confirm your panel interview for the [Job Title] position at [Company Name]. Please find the details of your interview below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location or Virtual Link]
- **Interviewers:** [Names and Titles of Interviewers]

Please arrive at least 10 minutes early. If you have any questions or need to reschedule, feel free to reach out.

We look forward to speaking with you!

Best regards,

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