

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for a panel interview for the [Position Title] at [Department Name], [University Name]. Your application has impressed our committee, and we are eager to learn more about your qualifications and vision.

Your interview is scheduled for [Date] at [Time]. The panel will consist of [Names and Titles of Panel Members]. The interview will take place at [Location/Platform for virtual interview].

Please confirm your availability for this date and time. If you have any questions or require further information, feel free to reach out.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]