

Panel Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been shortlisted for a panel interview as part of our diversity recruitment initiative at [Company Name]. We appreciate your interest in joining our team and value the unique perspective you will bring.

Interview Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location] / [Insert Video Conference Link]

Please prepare for a discussion with our panel, which will include members from various departments to foster an inclusive dialogue about your skills, experiences, and potential contributions to our company.

We look forward to meeting you and learning more about your qualifications. If you have any questions or require accommodations, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]