

Subject: Invitation to Panel Interview - [Job Title] - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We were impressed with your background and would like to invite you to a virtual panel interview with our team and the client.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration, e.g., 60 minutes]
- **Platform:** [Platform Name, e.g., Zoom/Microsoft Teams]
- **Meeting Link:** [Insert Link Here]

Panel Members:

- [Name], [Title] - [Company/Client Name]
- [Name], [Title] - [Company/Client Name]
- [Name], [Title] - [Company/Client Name]

Please ensure that you have a stable internet connection, a working camera, and a microphone for this session. We recommend logging in 5 minutes early to test your setup.

Please confirm your availability by replying to this email or by accepting the calendar invitation that will follow.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]