

Dear [Candidate Name],

We are pleased to invite you to the next stage of our selection process for the [Job Title] position. This stage will consist of a panel interview and a case study presentation.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Panel Members:** [Names and Titles of Panelists]

**Case Study Presentation:**

As part of this session, you are required to prepare a presentation based on the attached case study brief. Please adhere to the following guidelines:

- **Topic:** [Brief Title of Case Study]
- **Presentation Duration:** [Number] minutes
- **Q&A Duration:** [Number] minutes
- **Format:** [e.g., PowerPoint, PDF, or Verbal]

Please submit your presentation materials to [Email Address] by [Deadline Date/Time] so that we can have them ready for the panel.

Please confirm your attendance by replying to this email by [Date]. If you have any specific requirements or need technical assistance, please let us know.

We look forward to meeting you and hearing your insights.

Best regards,

[Your Name]

[Your Title]

[Company Name]