

Subject: Confirmation: On-Site Panel Interview - [Candidate Name]

Dear [Candidate Name],

We are pleased to invite you to our office for an on-site panel interview regarding the [Job Title] position. This will be an opportunity for you to meet several members of our team and discuss the role in more detail.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Company Name], [Full Office Address]
- **Main Contact Upon Arrival:** [Contact Name/Reception]

Panel Members:

- [Name], [Job Title]
- [Name], [Job Title]
- [Name], [Job Title]

What to Bring:

- A valid photo ID for building security.
- [Number] printed copies of your updated resume.
- [Optional: Portfolio/Certifications/References].

Arrival Instructions:

[Insert instructions regarding parking, public transit, or specific building entrance details].

Please confirm your receipt of this email and your availability at the scheduled time by [Date/Time]. If you have any questions, feel free to reach out to me directly.

We look forward to meeting you in person.

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]