

Dear [Candidate Name],

We are pleased to invite you to a panel interview for the [Job Title] position. As previously discussed, this interview is being conducted for a confidential client.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Format:** [Virtual Link / Office Address]

Panel Members:

- [Panelist Name 1], [Title]
- [Panelist Name 2], [Title]
- [Panelist Name 3], [Title]

Confidentiality Notice:

Please be reminded that all information shared during this process regarding the client's identity, business operations, and the specifics of this role must remain strictly confidential. If you have not already done so, please sign and return the attached Non-Disclosure Agreement (NDA) prior to the interview.

Preparation:

The interview will last approximately [Duration] minutes. Please be prepared to discuss your experience regarding [Specific Skill/Project] and have a copy of your resume available.

Please confirm your receipt of this invitation and your attendance by [Deadline Date/Time]. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]