

Subject: Confirmation of Cross-Functional Panel Interview - [Candidate Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to a cross-functional panel interview to learn more about your experience and how you collaborate across different departments.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]

Panel Members:

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

The session will last approximately [Duration] minutes. This interview is designed to assess your ability to work with various stakeholders and understand our integrated business processes. You will have the opportunity to ask questions to representatives from different parts of the organization.

Please confirm your availability by replying to this email by [Deadline Date/Time].

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]