

Subject: Confirmation: Final Stage Panel Interview - [Company Name]

Dear [Candidate Name],

Congratulations on reaching the final stage of our hiring process for the [Job Title] position. We are pleased to invite you to a final panel interview to discuss your qualifications and fit for the role in more detail.

Interview Details:

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

Panel Members:

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

Agenda:

The interview will last approximately [Duration, e.g., 60 minutes]. During this session, you will [mention any specific requirements, e.g., deliver a brief presentation / participate in a technical Q&A]. There will also be time for you to ask the panel questions.

Please confirm your availability by replying to this email by [Deadline Date/Time]. If you have any technical requirements or need any accommodations for this interview, please let us know in your reply.

We look forward to speaking with you again.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]