

Subject: Confirmation of Internal Panel Interview - [Position Name]

Dear [Candidate Name],

We are pleased to invite you to an internal panel interview for the position of [Position Name] within the [Department Name].

Your interview has been scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Room Number or Virtual Meeting Link]

The interview panel will consist of:

- [Panelist Name], [Title]
- [Panelist Name], [Title]
- [Panelist Name], [Title]

Please be prepared to discuss your internal experience, your contributions to [Current Department], and how your skills align with the requirements of this new role. You may also be asked to provide examples of [Specific Competency/Project].

Please confirm your receipt of this invitation and your availability by [Deadline Date/Time].

Best regards,

[Your Name]
[Your Title]
[Agency Name]