

Dear [Candidate Name],

We are pleased to invite you to interview for the [Job Title] position at [Company Name]. Your interview has been scheduled with our selection panel on the following date and time:

Date: [Date]

Time: [Time] [Time Zone]

Location/Link: [Physical Address or Virtual Meeting Link]

You will be meeting with the following panel members:

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

The interview will last approximately [Duration] minutes. During this time, we will discuss your experience, technical skills, and how they align with the requirements of the role. You will also have the opportunity to ask the panel questions about the company and the team.

Instructions:

- [Insert specific instruction: e.g., Please bring a valid ID / Please log in 5 minutes early / Please prepare a short presentation]

Please confirm your attendance by replying to this email by [Deadline Date/Time]. If you have any questions or need to reschedule, please contact [Contact Person Name] at [Phone Number/Email].

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]