

Subject: URGENT: Panel Interview Confirmation - [Candidate Name] - [Job Title]

Dear [Candidate Name],

We are pleased to inform you that you have been shortlisted for a panel interview for the position of [Job Title] at [Company Name].

Due to the urgent nature of this recruitment, your interview has been scheduled for the following time:

Date: [Date]

Time: [Time and Time Zone]

Format: [In-person / Virtual via Link / Phone]

Location/Link: [Address or Meeting Link]

Panel Members:

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

Please confirm your attendance by replying to this email or calling [Phone Number] no later than [Time] on [Date].

If the interview is virtual, please ensure your camera and microphone are tested in advance. If in-person, please bring a copy of your ID and [any other required documents].

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]