

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

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to invite you to a virtual panel interview to discuss your qualifications and experience further.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Platform:** [Zoom/Microsoft Teams/Google Meet]
- **Meeting Link:** [\[Link\]](#)
- **Meeting ID/Passcode (if applicable):** [ID/Code]

Panel Members:

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

Preparation:

Please ensure you have a stable internet connection and that your camera and microphone are working correctly before the session begins. We recommend joining the link 5 minutes early to test your setup.

Please reply to this email to confirm your attendance. If you have any questions or need to reschedule, let us know as soon as possible.

We look forward to meeting with you.

Best regards,

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