

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

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 with our team.

Given the different geographical locations of our panel members, please find the confirmed schedule below in multiple time zones to ensure clarity:

- **[Candidate Local Time Zone]:** [Date] at [Time]
- **[Panelist Time Zone 1]:** [Date] at [Time]
- **[Panelist Time Zone 2]:** [Date] at [Time]

Interview Details:

- **Format:** Virtual Panel Discussion
- **Meeting Link:** [\[Insert Meeting Link\]](#)
- **Meeting ID:** [Insert ID]
- **Passcode:** [Insert Passcode]
- **Duration:** [e.g., 60 minutes]

The Interview Panel:

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

Please log in to the meeting 5 minutes early to test your audio and video settings. If you have any technical difficulties or need to reschedule, please contact [Contact Name] at [Phone/Email] as soon as possible.

We look forward to speaking with you.

Best regards,

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