

Subject: Interview Confirmation: [Candidate Name] for [Role Title] - [Panel Contract Name]

Dear [Candidate Name],

We are pleased to invite you to an interview for the position of [Role Title] under the [Panel Contract Name]. This interview will be conducted by our client, [Client Organization Name].

The details of your interview are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interview Panel:** [Names and Titles of Interviewers]

Preparation Requirements:

- Please have a copy of your CV and the Job Description available.
- [Optional: Specific instructions such as "Please prepare a 10-minute presentation on..."]
- For virtual interviews, please ensure your camera and microphone are tested in advance.

Please confirm your availability for this time slot by replying to this email by [Deadline Date/Time].

If you have any questions regarding the panel process or the role requirements, please do not hesitate to contact me.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]