

Subject: Confirmation of Executive Panel Interview - [Candidate Name]

Dear [Candidate Name],

We are pleased to confirm your upcoming executive panel interview for the position of [Job Title] at [Company Name].

Your interview has been scheduled as follows:

**Date:** [Date]

**Time:** [Time] [Time Zone]

**Location/Link:** [Physical Address or Video Call Link]

You will be meeting with the following panel members:

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

The session is expected to last approximately [Duration]. Please be prepared to discuss your strategic vision, leadership experience, and [Specific Topic].

Please confirm your receipt of this invitation by [Deadline]. If you have any questions or require any special accommodations, please contact me directly.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Company Name]