

Subject: Confirmation: Panel Interview and Presentation - [Candidate Name]

Dear [Candidate Name],

We are pleased to invite you to the next stage of our selection process for the [Job Title] position. This stage will consist of a panel interview and a formal presentation.

**Interview Details:**

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

**Panel Members:**

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

**Presentation Requirements:**

As part of this interview, please prepare a [Number]-minute presentation on the following topic:  
*"[Insert Presentation Topic/Prompt Here]"*

Following your presentation, the panel will hold a Q&A session and proceed with the standard interview questions. Total duration for the session is expected to be [Total Duration] minutes.

**Technical Instructions:**

- Please send a copy of your presentation slides to [Email Address] by [Deadline Date/Time].
- If the interview is in person, please bring your presentation on a USB drive.
- If the interview is remote, ensure you have the screen-sharing capability enabled on your device.

Please confirm your attendance by replying to this email by [Deadline]. We look forward to meeting with you.

Best regards,

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