Panel Interview Invitation

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Congratulations! We are impressed with your application for the [Position Title] at [Company Name]. You have been selected to proceed to the next round of our interview process. This will be a panel interview, where you'll have the opportunity to meet with several members of our team.

Interview Details:

Date: [Interview Date]

Time: [Interview Time]

Location: [Interview Venue]

Please arrive a few minutes early to complete any necessary paperwork.

We believe that this interview will provide both you and us with a deeper understanding of how your skills and experience align with our team's needs. If you have any questions or need further information, please don't hesitate to contact us at [Contact Email] or [Contact Phone Number].

Looking forward to meeting you in person.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Email]

[Contact Phone Number]