

5 Panel Interview Invitation Email Template

Initial Panel Interview Invitation Email

Subject: Invitation to Panel Interview at Adaface

Hi [Candidate Name],

We're excited to invite you to the next stage of our interview process: a panel interview for the [Job Title] position at Adaface.

This is a great opportunity for you to meet some of the team and learn more about the role and Adaface. Panel interviews help us get a well-rounded perspective, and we hope you'll enjoy the chance to share your experiences and insights with us.

Here are the details:

- **Date:** [Date]
- **Time:** [Time] (including [duration] minutes for the interview and [duration] minutes for breaks)
- **Location:** [[In-person: Address] or [Virtual: Meeting Link]
- **Panel Members:** [Panel Member 1 Name and Title], [Panel Member 2 Name and Title], [Panel Member 3 Name and Title] (Feel free to research them on LinkedIn!)

During the interview, we'll be discussing [mention 2-3 key topics/areas that will be covered]. Please come prepared to share examples of your work and experiences related to these areas.

To confirm your attendance, please reply to this email by [RSVP Date]. If the proposed time doesn't work for you, please let us know your availability, and we'll do our best to accommodate.

In the meantime, if you have any questions, please don't hesitate to ask. We look forward to meeting you!

Best regards,

[Your Name] [Your Title] Adaface

Panel Interview Confirmation Email

Subject: Panel Interview Confirmation - [Job Title] at [Company Name]

Hi [Candidate Name],

Great news! We're excited to confirm your panel interview for the [Job Title] position at [Company Name].

Here are the details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Duration:** [Duration]
- **Location:** [Meeting Link/Address]
- **Panelists:** [Panelist 1 Name & Title], [Panelist 2 Name & Title], [Panelist 3 Name & Title] (Add or remove as needed)

During the interview, we'll be discussing [briefly mention topics, e.g., your experience with X, your approach to Y, and your understanding of Z].

Please come prepared to share examples from your past experiences that demonstrate your skills and qualifications.

To help you prepare, you might find it useful to review [Link to job description or relevant resources].

If the scheduled time doesn't work, or if you have any questions before the interview, please let me know as soon as possible by replying to this email.

We look forward to meeting you!

Best regards,

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

Rescheduling Panel Interview Email

Subject: Reschedule Request: Panel Interview for [Job Title] at [Company Name]

Dear [Candidate Name],

We are writing to you regarding your upcoming panel interview for the [Job Title] position scheduled for [Original Date and Time].

Due to [Briefly explain reason for rescheduling - e.g., unforeseen circumstances, panelist unavailability], we need to reschedule your interview. We sincerely apologize for any inconvenience this may cause.

We value your time and are committed to finding a new time that works for both you and our panel. Please let us know what days/times work best for you in the coming week. We are available on [List 2-3 specific date/time options].

[Optional: If you are using a scheduling tool:] Alternatively, you can use this link to view our availability and select a new time that suits you: [Scheduling Link]

We look forward to hearing from you soon and appreciate your understanding.

Best regards,

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

Panel Interview Reminder Email

Subject: Gentle Reminder: Your Panel Interview at [Company Name] is Tomorrow!

Hi [Candidate Name],

Just a friendly reminder that your panel interview with [Company Name] is scheduled for tomorrow, [Date], at [Time] [Time Zone].

We're excited to chat with you!

Here are a few things to keep in mind:

- **Interviewers:** You'll be meeting with [Interviewer 1 Name] ([Interviewer 1 Title]), [Interviewer 2 Name] ([Interviewer 2 Title]), and [Interviewer 3 Name] ([Interviewer 3 Title]).
- **Platform:** The interview will be conducted via [Platform - e.g., Google Meet, Zoom].
- **Link:** [Interview Link]
- **Duration:** The interview is expected to last [Duration - e.g., 60 minutes].

To help you prepare, you might want to:

- Review the job description for the [Job Title] role.
- Think about specific examples that demonstrate your skills and experience.
- Prepare any questions you have for the panel.

If anything unexpected comes up and you need to reschedule, please let us know as soon as possible by replying to this email or calling us at [Phone Number].

We look forward to seeing you tomorrow!

Best regards,

The [Company Name] Team

Panel Interview Follow-Up Email

Subject: Thank You for Meeting with Us

Hi [Candidate's Name],

Thank you for taking the time to meet with us for the panel interview. We appreciate your interest in the [Job Title] position at [Company Name].

It was great to learn more about your skills and experiences. Our team enjoyed discussing how you could contribute to our projects and goals.

We are currently in the process of reviewing all candidates and will be in touch with you by [timeframe] with an update on the next steps. Please feel free to reach out if you have any questions in the meantime.

Thanks again for your time and interest in joining our team.

Best regards,

[Your Name]

[Your Position]