Dear XXXX,

On behalf of the Appointment Committee I would like to confirm the details of your interview for the role of **XXXX** below:

Your interview will be held on ***day & date*** at ***time*** in **Room, Building** at **Flinders University, Bedford Park.** On arrival please report to (location).

For your information, the Appointment Committee will comprise of the following members:

|  |  |
| --- | --- |
| **Panel Members** | **Position Title** |
|  |  |
|  |  |
|  |  |
|  |  |

For more information, including instructions on parking at Flinders, please see a short video specifically aimed at visitors to help them with parking on campus. All of this information (and much more) is available at <https://www.flinders.edu.au/campus/bedford-park/parking>

Please respond to this email to confirm your attendance at your earliest convenience and do not hesitate to contact me if you have any questions.

Kind regards,