

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

It is a pleasure to welcome you as a candidate for the [Job Title] position with [Client Company Name]. Based on your professional background and accomplishments, we believe your profile aligns well with the strategic requirements of this leadership role.

At [Search Firm Name], we specialize in connecting exceptional leaders with transformative opportunities. Our goal is to ensure a transparent and professional experience for you throughout this search process.

The next steps in our evaluation process will include:

- A detailed review of your professional history and core competencies.
- An initial interview with our executive search consultants.
- Submission of a formal candidate profile to our client's board/selection committee.

Enclosed/Attached you will find a detailed Position Specification which outlines the organizational culture, key responsibilities, and performance expectations for this role. Please review this document in preparation for our upcoming discussion.

Your candidacy will be treated with the highest level of confidentiality. Should you have any immediate questions, please feel free to reach out to me directly at [Phone Number] or [Email Address].

We look forward to learning more about your leadership journey.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]