

Subject: Exclusive Search Representation: [Candidate Name]

Dear [Candidate Name],

Welcome to [Executive Search Firm Name]. It is a pleasure to formally welcome you as a represented candidate for our exclusive search regarding the [Job Title] position with [Client Company Name].

Because this is an exclusive engagement, our firm is the sole representative for this specific vacancy. This allows us to provide you with a high level of transparency, dedicated advocacy, and direct access to the hiring decision-makers.

The next steps in our process will be as follows:

- **In-Depth Interview:** A detailed discussion regarding your leadership experience and cultural fit.
- **Client Presentation:** Formal submission of your profile to [Client Company Name].
- **Interview Scheduling:** Coordinating meetings between you and the client's executive team.

Attached to this email, you will find a detailed Briefing Document regarding the company and the specific expectations for this role. Please review this thoroughly before our next scheduled call on [Date/Time].

If you have any immediate questions regarding the process or the opportunity, please feel free to contact me directly at [Phone Number].

We look forward to working closely with you on this exclusive mandate.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]