

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for choosing [Agency Name] for your executive career transition. We are pleased to confirm that your registration is now complete and you have been added to our exclusive talent network.

As part of our executive placement process, please find the next steps outlined below:

- **Consultation:** Your dedicated executive recruiter, [Recruiter Name], will contact you within [Number] business days to schedule a deep-dive strategy session.
- **Profile Optimization:** Please log in to our portal to ensure your professional biography and leadership achievements are fully updated.
- **Market Alignment:** We will begin matching your profile against our current confidential mandates and upcoming leadership opportunities.

We have attached our "Executive Onboarding Guide" which provides further detail on how we represent your candidacy to our client boards and search committees.

We look forward to partnering with you to secure your next leadership milestone. If you have any immediate questions, please contact us at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Title]

[Agency Name]