

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Welcome to the [Company Name] Executive Talent Network. We are pleased to have you join our exclusive community of industry leaders and high-level professionals.

The purpose of this letter is to provide you with the details for your upcoming Orientation Session. This session is designed to introduce you to our executive search methodology, our current strategic goals, and the resources available to you within our network.

Orientation Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Virtual Meeting Link]
- **Facilitator:** [Name/Title]

Agenda:

- Executive Network Overview
- Review of Confidentiality and Compliance Protocols
- Introduction to the Executive Advisory Board
- Matching Process and Talent Portfolio Management
- Q&A Session

Please confirm your attendance by replying to this email or contacting [Contact Person] at [Phone Number/Email] by [RSVP Date].

We look forward to your participation and to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]