

Subject: Confidential Inquiry: [Company Name] / [Job Title] discussion

Dear [Candidate Name],

I have been following your work at [Candidate's Current Company] and have been consistently impressed by your contributions to [Specific Project or Field].

I am reaching out because we are quietly looking for a [Job Title] to join our team at [Company Name]. Given your background in [Specific Skill/Area], I thought you might be interested in a low-pressure, confidential conversation about what we are building.

To be clear, this is not a formal interview. I would simply value the opportunity to grab a coffee (virtual or in-person) to learn more about your career goals and share our long-term vision.

Are you open to a 20-minute chat sometime next week? I am happy to work around your schedule to ensure complete discretion.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]