

Dear [Candidate Name],

It is a pleasure to confirm your attendance for the final-round executive interview regarding the [Job Title] position. As previously discussed, this search is being conducted on a **strictly confidential** basis.

Interview Details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]

Interview Panel:

- [Interviewer Name], [Title]
- [Interviewer Name], [Title]
- [Interviewer Name], [Title]

Confidentiality Protocol:

Given the sensitive nature of this recruitment, we kindly request that you do not disclose the identity of the client or the details of these discussions to any third parties. If the interview is being held on-site, please follow the specific arrival instructions below to ensure discretion:

[Insert specific arrival/parking/security instructions here]

Preparation:

The panel looks forward to discussing your strategic vision and leadership approach. Please have a copy of your CV and any requested case studies or presentations ready for reference.

Should you have any questions prior to the meeting, please contact me directly at [Phone Number].

Best regards,

[Your Name]
[Your Title]
[Organization Name]