

CONFIDENTIAL

Date: [Date]

Dear [Candidate Name],

Subject: Interview Briefing for [Job Title] Position

We are pleased to invite you to the next stage of our selection process. This letter provides essential details and confidential information to help you prepare for your upcoming interview.

Interview Schedule:

Date: [Date]

Time: [Time and Time Zone]

Format: [In-person / Video Call / Phone]

Location/Link: [Address or Meeting Link]

Interview Panel:

1. [Name], [Job Title]

2. [Name], [Job Title]

Briefing Information:

The interview will focus on [mention specific areas, e.g., technical leadership, strategic growth, or specific project experience]. You should be prepared to discuss [mention any specific case studies or topics].

Confidentiality Notice:

Please note that the details of this recruitment process, including the identities of the interviewers and specific business strategies discussed during the interview, are strictly confidential. We request that you do not disclose this information to any third parties.

Required Preparation:

[List any required materials, e.g., Portfolio, Presentation, or Identification documents]

Please confirm your receipt of this briefing and your attendance by [Date/Time].

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]