

Date: [Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confirmation of Interview - Confidential Search

Dear [Candidate Name],

This letter confirms your upcoming interview for a senior-level position currently being conducted as a confidential search. We appreciate your interest and your discretion regarding this opportunity.

The details of your interview are as follows:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location/Platform:** [Physical Address or Virtual Link]
- **Interviewed by:** [Interviewer Name(s) and Title(s)]

As discussed, the identity of the hiring organization remains confidential at this stage of the process. Further details regarding the company profile and specific responsibilities will be disclosed during our meeting.

Please note that by attending this interview, you reaffirm your commitment to the Non-Disclosure Agreement (NDA) previously signed. All information shared during this meeting must remain strictly confidential.

If you have any questions or need to reschedule, please contact me directly at [Phone Number] or [Email Address].

We look forward to speaking with you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Search Firm]