

**CONFIDENTIAL**

Date: [Insert Date]

To: [Candidate Name]

Position: [Job Title]

Re: Interview Itinerary

Dear [Candidate Name],

We are pleased to confirm your upcoming interview regarding the [Job Title] position. As discussed, this process is strictly confidential. Below is your detailed itinerary:

**DATE:** [Insert Date of Interview]

**LOCATION:** [Insert Physical Address or Virtual Link]

**SCHEDULE:**

- **[Time 1]:** Meeting with [Interviewer Name], [Title]
- **[Time 2]:** Meeting with [Interviewer Name], [Title]
- **[Time 3]:** Executive Luncheon / Site Tour (Optional)
- **[Time 4]:** Wrap-up session with [Search Consultant Name]

**TRAVEL & LOGISTICS:**

[Insert details regarding flights, hotel, or car service if applicable]

**CONTACT INFORMATION:**

In the event of a delay or emergency, please contact:

- [Contact Name]: [Phone Number]
- [Office Name]: [Phone Number]

We look forward to a productive discussion.

Sincerely,

[Your Name]

[Title]

[Executive Search Firm/Company Name]