

Subject: Confirmation of Interview - [Candidate Name] - [Position Name]

Dear [Candidate Name],

We are pleased to invite you to interview for the position of [Position Name]. As discussed, this role and the interview process are strictly confidential.

Your interview has been scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewer(s):** [Name and Title of Interviewer]

Because of the sensitive nature of this position, we kindly request that you do not disclose the details of this interview or the company's specific interest in this role to any third parties. [Optional: Please find the attached Non-Disclosure Agreement (NDA) to be signed prior to the meeting.]

Please confirm your receipt of this email and your availability at the scheduled time.

Best regards,

[Your Name]

[Your Title]

[Company Name]