

Subject: Confidential: Interview Confirmation - [Job Title]

Dear [Candidate Name],

We are pleased to invite you to interview for the position of [Job Title]. As discussed, this recruitment process is strictly confidential. We kindly request that you do not disclose the details of this interview or the nature of this vacancy to any third parties.

Your interview has been scheduled as follows:

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

To ensure discretion, upon your arrival at [Location], please ask for [Contact Name] directly rather than stating the purpose of your visit at the main reception.

Attached to this email, you will find a Non-Disclosure Agreement (NDA). Please sign and return this document prior to the interview or bring a hard copy with you.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]