

Strictly Private & Confidential

Dear [Candidate Name],

Following our initial conversation regarding the [Position Title] role with our client, I am pleased to invite you to a formal interview to discuss this opportunity in greater detail.

As this is an executive search assignment, we maintain the highest level of confidentiality. This meeting will provide an opportunity to explore the strategic requirements of the role and your professional alignment with the organization's objectives.

The interview has been scheduled as follows:

**Date:** [Date]

**Time:** [Time]

**Format:** [Virtual Link / Office Address]

**Interviewers:** [Names and Titles]

Please confirm your availability for this time. If you have any specific requirements or questions regarding the logistics of this meeting, please let me know directly.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]