

## **CONFIDENTIAL**

Date: [Date]

To: [Candidate Name]

Email: [Candidate Email]

Subject: Interview Details - [Job Title] - [Company Name Reference]

Dear [Candidate Name],

Following our recent discussion, we are pleased to confirm your interview for the position of [Job Title]. Please find the confidential details of the meeting below:

### **Interview Schedule:**

- **Date:** [Date of Interview]
- **Time:** [Time]
- **Format:** [Face-to-Face / Video Call / Phone]
- **Location/Link:** [Office Address or Meeting Link]

### **Interviewers:**

- [Interviewer Name], [Job Title]
- [Interviewer Name], [Job Title]

### **Preparation and Instructions:**

[Insert specific instructions such as: Please bring a copy of your ID / Prepare a 10-minute presentation / Log in 5 minutes early.]

### **Confidentiality Notice:**

Please note that all information provided regarding the client's identity, internal projects, and proprietary business practices discussed during this process is strictly confidential. We ask that you do not share these details with third parties.

Please confirm your receipt of this email and your attendance at the scheduled time. If you have any questions, please contact me directly at [Recruiter Phone Number].

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]