

Subject: Confidential Interview Confirmation - [Company Name] - [Position Title]

Dear [Candidate Name],

It is a pleasure to confirm your interview for the [Position Title] role with [Company Name]. We appreciate the time you have taken to speak with us thus far and look forward to a more in-depth discussion regarding this leadership opportunity.

To maintain the utmost professional discretion regarding this search, we have finalized the following arrangements:

**Date:** [Date]

**Time:** [Time] [Time Zone]

**Location/Format:** [Physical Address / Secure Video Link]

**Interviewers:**

[Name], [Title]

[Name], [Title]

**Confidentiality Note:**

As this is a confidential search, we have arranged for [Specific Entry Instructions, e.g., private entrance or off-site suite]. We kindly ask that all communications regarding this process remain restricted to your primary point of contact.

Attached, please find [relevant documents, e.g., the position profile, strategic overview, or non-disclosure agreement].

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

Best regards,

[Your Name]

[Your Title]

[Company Name / Executive Search Firm]