

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

Dear [Candidate Name],

Thank you for speaking with us regarding the [Position Title] role for our client, [Client Company Name]. We are pleased to invite you to the next stage of our retained search process.

Please find the details for your upcoming interview below:

Date: [Date]

Time: [Time] [Time Zone]

Format: [Virtual/In-Person]

Location/Link: [Physical Address or Video Call Link]

Interviewers: [Names and Titles of Interviewers]

To help you prepare, we have attached the following documents:

- Detailed Position Specification
- [Optional: Client Company Background/Briefing Note]

Should you have any questions or require any adjustments prior to the meeting, please contact me directly at [Phone Number] or [Email Address].

We look forward to our conversation.

Best regards,

[Your Name]

[Title]

[Search Firm Name]