

Subject: Confirmation of Executive Interview: [Candidate Name] x [Company Name]

Dear [Candidate Name],

On behalf of [Executive Search Firm Name], it is a pleasure to confirm your interview regarding the [Job Title] position with our client, [Company Name].

The details for the virtual session are as follows:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Interviewers:** [Interviewer Name(s)], [Title(s)]
- **Platform:** [Zoom/Microsoft Teams/Google Meet]
- **Meeting Link:** [Insert Link]
- **Meeting ID:** [Insert ID if applicable]
- **Passcode:** [Insert Passcode if applicable]

**Agenda:**

The discussion will focus on your leadership experience, strategic vision, and the specific requirements of the [Job Title] role. The session is scheduled for [Duration, e.g., 60 minutes].

**Preparation:**

- Please ensure your video and audio settings are tested in advance.
- We recommend logging in 5 minutes early to address any technical issues.
- Attached is a copy of the executive brief and company profile for your review.

If you have any questions or experience technical difficulties joining the call, please contact me directly at [Phone Number].

We look forward to a productive conversation.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]