

Subject: Interview Confirmation: [Client Name] / Non-Disclosure Agreement

Dear [Candidate Name],

We are pleased to confirm your interview with our client, [Client Name], for the position of [Job Title].

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewers:** [Interviewer Names/Titles]

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**Confidentiality and Non-Disclosure Agreement (NDA)**

By attending this interview, you agree to the following terms regarding the protection of confidential information:

- 1. Confidential Information:** During the interview process, you may be exposed to sensitive information, including but not limited to business strategies, product roadmaps, financial data, and proprietary technology belonging to [Client Name] or [Agency Name].
- 2. Non-Disclosure:** You agree to keep all such information strictly confidential. You shall not disclose, share, or publish any details regarding the client's internal operations or the specifics of the interview discussions with any third party.
- 3. Use of Information:** Any information provided is to be used solely for the purpose of evaluating your candidacy for this specific role.
- 4. Duration:** This obligation of confidentiality shall remain in effect for a period of [Number] years following the date of the interview.

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Please reply to this email to confirm your attendance and your agreement to the non-disclosure terms stated above.

We look forward to your interview.

Best regards,

[Your Name]  
[Your Title]  
[Agency Name]