

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Candidate Address]

## Subject: Interview Confirmation and Non-Disclosure Agreement

Dear [Candidate Name],

We are pleased to invite you to interview for a confidential leadership position at [Company Name]. This interview is scheduled for [Date] at [Time] via [Location/Platform].

Due to the sensitive nature of this recruitment process, your participation is subject to the following confidentiality terms:

1. **Confidential Information:** You will be provided with proprietary information regarding our business strategy, organizational structure, and the specific details of this role.
2. **Non-Disclosure:** You agree not to disclose the existence of this interview, the details of the role, or the identity of the company to any third party without prior written consent.
3. **Protection of Data:** Any documents or materials shared during the interview process must be handled securely and destroyed or returned upon request.

By attending this interview and signing below, you acknowledge and agree to be bound by these confidentiality obligations.

Please confirm your attendance by replying to this email and returning a signed copy of this letter.

Sincerely,

[Name]

[Title]

[Company Name]

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### Candidate Acknowledgment:

I, [Candidate Name], accept the terms of this Non-Disclosure Agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_