

[Date]

[Candidate Name]

[Candidate Address]

[Candidate Phone/Email]

Subject: Final Stage Interview Confirmation and Non-Disclosure Agreement

Dear [Candidate Name],

We are pleased to invite you to the final stage of our interview process for the position of [Job Title] at [Company Name].

Interview Details:

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

During this stage, you will be given access to proprietary information and internal projects. Consequently, your participation is contingent upon signing the Non-Disclosure Agreement (NDA) below.

Non-Disclosure Agreement (NDA)

This agreement confirms that during the interview process, [Company Name] may disclose confidential information regarding business strategies, products, and internal processes. By signing this document, you agree to:

1. Keep all disclosed information strictly confidential.
2. Not use the information for any purpose other than the evaluation of your potential employment.
3. Not disclose, copy, or share this information with any third party.

This obligation remains in effect regardless of whether an offer of employment is extended or accepted.

Candidate Acknowledgment:

Signature: _____

Print Name: [Candidate Name]

Date: _____

Please return a signed copy of this letter to [Email Address] prior to the interview date.

Sincerely,

[Your Name]

[Your Title]

[Company Name]