

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Candidate Address: [Insert Address]

Subject: Interview Confirmation and Non-Disclosure Agreement

Dear [Candidate Name],

We are pleased to confirm your interview for the position of [Job Title] with our client, [Client Name, if disclosed, or "the Hiring Company"].

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Link:** [Insert Physical Address or Virtual Meeting Link]
- **Interviewer:** [Insert Interviewer Name and Title]

Non-Disclosure Agreement (NDA)

In connection with this interview, you will receive confidential information regarding our client's business, technology, and internal operations. By attending this interview and signing below, you agree to the following:

1. **Confidentiality:** You agree to keep all information shared during the recruitment process strictly confidential. This includes the identity of the client (if requested), trade secrets, business strategies, and details of the role.
2. **Non-Use:** You will not use any information disclosed for any purpose other than evaluating the employment opportunity.
3. **Non-Disclosure:** You will not disclose, publish, or disseminate any confidential information to third parties without prior written consent.

Please acknowledge your agreement to these terms and confirm your attendance by signing below and returning this letter by [Insert Deadline].

Sincerely,

[Recruiter Name]

[Recruiting Firm Name]

Candidate Acknowledgment:

I, [Candidate Name], agree to the terms of the Non-Disclosure Agreement stated above and confirm my attendance for the scheduled interview.

Signature: _____

Date: _____