

Dear [Candidate Name],

We are pleased to confirm your virtual interview for the position of [Job Title] with [Company Name].

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Platform:** [e.g., Zoom/Google Meet/Microsoft Teams]
- **Meeting Link:** [Insert Link]
- **Interviewers:** [Name and Title of Interviewers]

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**Non-Disclosure Agreement (NDA)**

By attending this recruitment interview, you agree to the following terms regarding confidentiality:

1. **Confidential Information:** You understand that during the interview process, you may be exposed to proprietary information, including but not limited to business strategies, technical processes, product designs, and internal documentation.
2. **Non-Disclosure:** You agree to keep all such information strictly confidential and will not disclose, share, or publish any details of the interview discussions or company materials to any third party.
3. **Prohibition of Recording:** You agree not to record the audio or video of the interview session without express written consent from [Company Name].
4. **Ownership:** All information shared remains the sole property of [Company Name].

**Acknowledgment:** By clicking the meeting link and joining the interview, you acknowledge that you have read, understood, and agreed to the terms of this Non-Disclosure Agreement.

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Please confirm your receipt of this email and your attendance by [Date/Time]. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]