

Subject: Confirmation of Executive Interview - [Candidate Name]

Dear [Candidate Name],

It is a pleasure to confirm your upcoming interview for the [Job Title] position at [Company Name]. We were impressed by your background and look forward to discussing how your leadership experience aligns with our strategic goals.

Interview Details:

- **Date:** [Date]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]
- **Interviewers:** [Name and Title of Interviewers]

Accessibility and Accommodations:

We are committed to providing an inclusive and accessible recruitment process. Pursuant to your request, we have arranged the following accommodations for your visit:

- [Specific Accommodation 1, e.g., Sign language interpreter]
- [Specific Accommodation 2, e.g., Accessible parking and building entrance]
- [Specific Accommodation 3, e.g., Presentation materials provided in high-contrast digital format]

If you require any additional adjustments or have further questions regarding the logistics of the day, please contact [Point of Contact Name] at [Phone Number/Email].

Attached to this email, you will find [Briefing Documents/Agenda/Company Annual Report] to assist with your preparation.

We look forward to a productive conversation.

Best regards,

[Your Name]

[Your Title]

[Company Name]