

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

On behalf of [Recruitment Agency Name], it is my pleasure to officially welcome you as a premier candidate in our Executive Search division. We are honored to represent you as you embark on this next stage of your professional journey.

Our firm specializes in connecting high-level leadership with industry-leading organizations. As part of our executive network, you will receive:

- Access to confidential, non-public leadership opportunities.
- Strategic consultation regarding market trends and executive compensation.
- Direct representation to board members and key decision-makers.
- Personalized support throughout the interview and negotiation process.

Your dedicated Executive Consultant, [Consultant Name], will be reaching out to you shortly to conduct an in-depth strategy session. During this call, we will review your career objectives, leadership philosophy, and target milestones in detail.

We look forward to a successful partnership and to helping you secure a position that aligns with your expertise and vision.

Sincerely,

[Signature]

[Sender Name]

[Title]

[Recruitment Agency Name]