

**DATE:** [Insert Date]

**TO:** [Insert Name of Board of Directors/Stakeholders]

**FROM:** [Insert Name/Search Committee Chair]

**SUBJECT:** Strictly Confidential: Recruitment Strategy for [Insert Position Title]

Dear [Insert Name/Board],

This letter outlines the strategic framework for the upcoming recruitment of our new [Insert Job Title, e.g., Chief Executive Officer]. Given the sensitivity of this transition, all proceedings will be conducted under strict confidentiality to protect the organization's market position and internal morale.

### **1. Executive Profile and Core Competencies**

The ideal candidate will demonstrate proven success in [Insert Industry]. Key requirements include:

- [Insert Competency 1]
- [Insert Competency 2]
- [Insert Competency 3]

### **2. Search Methodology**

We will utilize a targeted headhunting approach rather than public job postings. This includes:

- Engagement of [Insert Firm Name] as our executive search partner.
- Direct outreach to passive candidates within competitor organizations.
- Discreet vetting of professional reputations and previous performance metrics.

### **3. Confidentiality Protocols**

To ensure maximum discretion:

- Non-Disclosure Agreements (NDAs) will be required for all candidates before the identity of the company is revealed.
- Interviews will be held at off-site, neutral locations.
- Internal communication regarding the search will be restricted to the designated Search Committee.

### **4. Timeline**

- Phase 1: Identification & Initial Outreach ([Insert Date Range])
- Phase 2: First Round Interviews ([Insert Date Range])
- Phase 3: Finalist Deep-Dive & Referencing ([Insert Date Range])
- Phase 4: Offer and Onboarding ([Insert Date Range])

**5. Next Steps**

Please review the attached "Candidate Scorecard" and provide your feedback by [Insert Date]. We will convene on [Insert Date] to finalize the target list.

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title]