

Date: [Insert Date]

To: [Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Confidentiality Verification and Non-Disclosure Agreement

Dear [Candidate Name],

In connection with your consideration for the position of [Job Title] at [Client Company Name], you will be provided with highly sensitive and proprietary information regarding the organization's operations, strategy, and leadership structure.

By proceeding with this executive search process, you agree to the following terms:

- **Non-Disclosure:** You will maintain the strictest confidentiality regarding the identity of the client and all materials shared during the interview process.
- **Restricted Use:** All information provided is to be used solely for the purpose of evaluating this specific career opportunity.
- **Return of Materials:** Upon request or at the conclusion of your candidacy, you agree to return or destroy all physical and digital documents provided by [Executive Search Firm Name] or [Client Company Name].
- **Professional Discretion:** You will not disclose your involvement in this search to any third parties, including current colleagues or media outlets, without prior written consent.

Please acknowledge your agreement to these terms by signing below and returning this letter to [Search Consultant Name].

Sincerely,

[Your Name]

[Your Title]

[Executive Search Firm Name]

Candidate Acknowledgment:

I, [Candidate Name], hereby agree to the confidentiality terms outlined above.

Signature: _____ Date: _____