

Dear [Candidate's Name],

I hope this message finds you well. We are pleased to inform you that you have been selected for a job offer for the position of [Job Title] at [Company Name]. Before we proceed with the formal offer, we would like to check your availability for the next steps in the hiring process.

Could you please let us know your availability for a discussion regarding the offer? We aim to schedule this at your earliest convenience.

Looking forward to your prompt response.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]