

Recruitment Timeline Schedule

Dear [HR Coordinator's Name],

We are pleased to provide you with the recruitment timeline for the upcoming hiring process.

Recruitment Timeline

Task	Deadline	Responsible Person
Job Requisition Approval	[Date]	[Name]
Job Posting	[Date]	[Name]
Application Review	[Date]	[Name]
Interviews Scheduled	[Date]	[Name]
Final Selection	[Date]	[Name]
Offer Extended	[Date]	[Name]
Onboarding Process	[Date]	[Name]

Please ensure that all stakeholders are informed of their responsibilities and deadlines. Let me know if you have any questions or require further assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]