

Employment Invitation

Date: [Insert Date]

Dear [Graduate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name] following your recent graduation.

Your skills and qualifications are impressive, and we believe you will be a valuable addition to our team.

Please join us for an orientation on [Start Date] at [Location]. This will be a great opportunity for you to learn more about our company culture and the specifics of your role.

Kindly confirm your acceptance of this invitation by [RSVP Date]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to welcoming you aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]