

Approval for New Hire Recommendation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Approval of New Hire Recommendation

Dear [Employee Name],

I am pleased to inform you that your recommendation for the position of [Job Title] has been approved. After reviewing the qualifications of your suggested candidate, [Candidate Name], we believe they will be a valuable addition to our team.

We will initiate the onboarding process and keep you updated on the next steps. Thank you for your diligence in the hiring process and for recognizing talent that aligns with our organization's goals.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]