

Update on Search Committee Progress

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the progress of the search committee for the [Position Title] position.

We have successfully completed the initial screening of applications and have shortlisted candidates for the next round of interviews. The committee members are currently reviewing interview schedules, and we anticipate conducting interviews by [date].

Additionally, we appreciate your support and patience throughout this process. Rest assured, we are committed to finding the best candidate for this role.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]