

Recruitment Process Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in the recruitment process.

To proceed with the onboarding process, please find the next steps outlined below:

- Complete the attached employment forms.
- Provide necessary documentation, including your identification and qualifications.
- Confirm your start date, which is scheduled for [Start Date].

Please confirm your acceptance of this offer by [Insert Response Deadline]. If you have any questions or need further assistance, do not hesitate to contact us.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]