

Recruitment Status Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the recruitment process for the [Job Title] position.

As of today, we have completed the initial screening of applications and have shortlisted candidates for the next phase. The interviews are scheduled to take place from [Start Date] to [End Date]. We appreciate your patience during this process and assure you that we are working diligently to find the best fit for our team.

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

Thank you for your continued interest in the position.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]