

# Pending Offer Communication

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to interview with us and are impressed with your qualifications.

This letter is to inform you that we are still in the process of reviewing all candidates. We expect to finalize our decision by [date].

We understand that waiting can be challenging, and we appreciate your patience during this time. Please feel free to reach out if you have any questions or need further information.

Thank you once again for your interest in joining our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]