

# Candidate Screening and Verification Process

Dear [Candidate's Name],

We would like to thank you for your interest in the [Job Title] position at [Company Name]. We have reviewed your application and are pleased to inform you that you have been selected to proceed to the next stage of our hiring process.

The next step involves a thorough screening and verification process that includes the following:

- Verification of educational qualifications
- Background checks related to previous employment
- Reference checks
- Any necessary skills assessments

Please provide the following documents within the next [number] days:

- Copies of your educational certificates
- Contact information for your references
- Any other relevant documents that may assist in the verification

Once we have completed this process, we will reach out to you regarding the final outcome. Should you have any questions, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Contact Information]