

Confirmation of Qualifications

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that we have completed our review of your qualifications for the [Job Title/Position] at [Company Name]. After careful consideration, we confirm that your background and experience meet the required qualifications for this position.

Please feel free to reach out if you have any questions regarding the next steps in our hiring process. We appreciate your interest in joining our team and look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]