

Official Selection Notification

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. After careful consideration of your application and interview performance, we believe you will be a valuable addition to our team.

Details regarding your employment offer, including salary, benefits, and start date, will be sent to you shortly. Please confirm your acceptance of this offer by [Insert Deadline].

Congratulations on your successful application. We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]