

Selection Results for Administrative Staff Position

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that after careful consideration and evaluation of all applicants, you have been selected for the position of [Job Title] within our administrative team.

We were impressed with your qualifications and experience, and we believe you will make a valuable addition to our organization.

Please confirm your acceptance of this position by [Insert Deadline]. Further details regarding your start date and onboarding process will be provided upon confirmation.

Thank you for your interest in joining [Company Name]. We look forward to welcoming you aboard.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]