

Recruitment Update for Administrative Positions

Dear [Candidate's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your application for the administrative position at [Company Name].

We appreciate your patience as we continue our selection process. After careful consideration, we are excited to inform you that you have been shortlisted for the next stage of recruitment.

Please be assured that we are thoroughly reviewing all applications to find the best fit for our team. We expect to schedule interviews by [date], and you will be notified soon regarding your interview time.

Thank you for your interest in joining [Company Name]. If you have any questions in the meantime, please do not hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]