

Hiring Communication Letter

Date: _____

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] with [Hospital/Organization Name]. Your skills and experience are a perfect fit for our team, and we look forward to having you onboard.

Your start date is scheduled for [Start Date]. Please report to the Human Resources department by [Time] for your orientation. You will need to bring the following documents:

- Identification (Driver's license, passport, etc.)
- Medical License/Certification
- Proof of current vaccinations

We are excited to welcome you to [Hospital/Organization Name] and look forward to your contributions to our mission. Should you have any questions before your start date, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Congratulations once again, and welcome to the team!

Sincerely,
[Your Name]
[Your Title]
[Hospital/Organization Name]
[Contact Information]