

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your application for the Warehouse Safety Officer position at [Your Company Name]. We appreciate your interest in joining our team.

After reviewing your application and credentials, we are pleased to inform you that you have been selected for an interview. We are impressed with your background in safety protocols and your commitment to maintaining a secure work environment.

Please let us know your availability for a meeting within the next week. We look forward to discussing your experience and how you can contribute to our safety efforts.

Thank you once again for your application. We look forward to your reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]