

# Job Offer Updates

Dear [Recipient's Name],

I hope this message finds you well. I wanted to provide you with updates regarding the job offers we have extended.

## 1. [Job Title 1] - [Company Name]

We are pleased to inform you that you have been selected for the [Job Title 1] position. Please review the offer details attached and let us know your decision by [Response Deadline].

## 2. [Job Title 2] - [Company Name]

We wanted to update you that the [Job Title 2] position's interview rounds are complete, and we expect to make an offer shortly. Stay tuned for further updates.

## 3. [Job Title 3] - [Company Name]

Unfortunately, we regret to inform you that your application for the [Job Title 3] position was not successful. We appreciate your interest and encourage you to apply for future openings.

Thank you for your patience throughout this process. Should you have any questions, feel free to reach out.

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