

Letter of Recognition

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that your resume has successfully passed our screening process for the [Job Title] position at [Company Name].

Your qualifications and experience stood out to us, and we believe you may be a great fit for our team. We will be reaching out soon to discuss the next steps in the hiring process.

Thank you for your interest in joining [Company Name]. We appreciate the time and effort you put into your application.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]