

# Short-Term Employee Selection for Customer Service Role

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the short-term customer service position at [Company Name]. Your skills and experience align well with our needs.

Your start date will be [Insert Start Date]. You will be required to complete the necessary onboarding paperwork prior to this date.

We look forward to welcoming you to our team and are excited about the contributions you will make.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]