

# Hiring Decision Notification

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time you took to interview with us.

We are pleased to inform you that you have been selected for the next steps in the hiring process. Our team was impressed with your qualifications and experiences.

Next steps include:

- A background check, to be conducted by [Background Check Company].
- A reference check, where we will reach out to your provided references.
- A meeting with [Name/Title] to discuss your role further.

Please confirm your availability for the meeting with [Name] on [Date/Time]. If you have any questions, feel free to reach out to us at [Contact Email/Phone Number].

We look forward to moving forward with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]