

MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Applying for the Post of _____

Dear _____ (Name of the Recipient)

Thanks for applying for the post of _____ at the _____ Firm. We would like to inform you that on the basis of your application, we have selected you for the second round, that is an interview with our HR Manager. Your interview is scheduled to be conducted via Zoom Call on _____ at _____ (Write the Date and Time). Please confirm your availability for the same by replying to this.

We would like to congratulate you for clearing the application based selection round. You are one of the 5 candidates selected from a pool of 150 applications. We want to thank you for showing interest in the profile and applying to work for our Firm.

Wishing you good luck for the further process.

Sincerely,

(Signature)

Sender's Full Name