



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)

Through this letter, we want to inform you that we have received your application for the ____ position. Thank you for applying to the _____ Organization. We want to inform you that you are selected for the position. We appreciate your application and were impressed with your resume. As our screening process is completely based on the applications, we have decided to select you.

We appreciate you for choosing to show interest in working with us. We have attached the offer letter here. If you wish to accept the position, please sign and send the offer letter by ____ (Date and Time). If you accept the offer, your onboarding process will start soon. You will be receiving an email from the department manager about it soon after we receive your acceptance of the offer.

Thank you for applying. Hoping to work with you soon. In case of any queries, please contact _____.

Sincerely,

(Signature)

Sender's Full Name