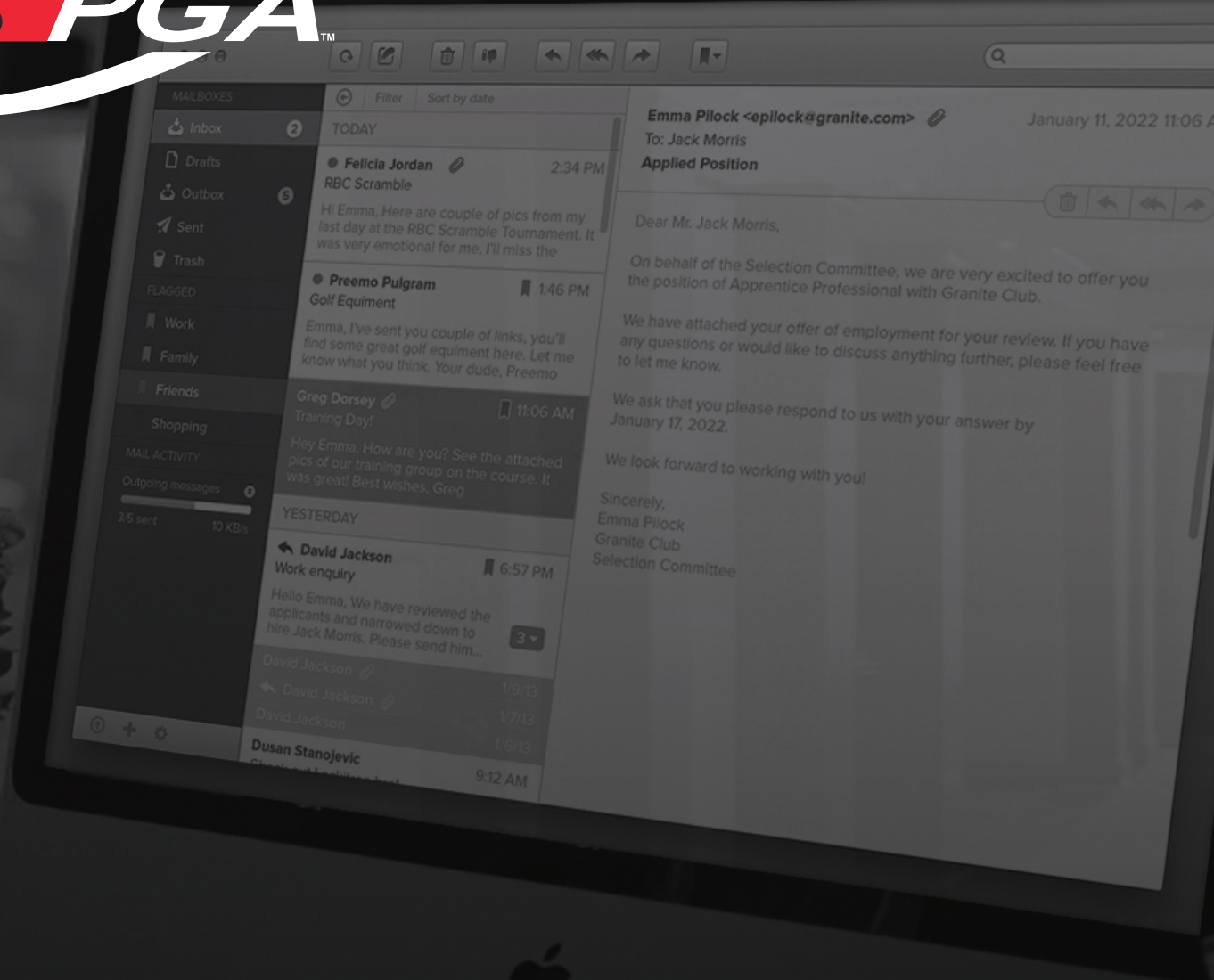




SAMPLE RECRUITMENT RESPONSE LETTERS

ACKNOWLEDGEMENT EMAIL

Dear <Name>,

We are confirming receipt of your resume and your desire to be the next <name of position> at <name of club/course/organization>. The Selection Committee will conduct the initial screening and determine those who will be invited for an interview.

Please note that due to the number of applications, only those selected for an interview will be contacted.

Thank you for your interest in <Name of club/course/organization>

Sincerely,

<club/course/organization>
Selection Committee

INTERVIEW INVITATION EMAIL

Dear <Name>,

Thank you for your interest and applying to <name of position>.

We would like to extend an invitation for a <phone interview or in-person interview> on <date>. The interview will take place at <address>. *(Provide any parking instructions or other pertinent information such as who they will be meeting).*

Please arrive 10 minutes before your interview and once you arrive, please ask for <name of interviewer>. If you have any questions or require any accommodations during this process, please feel free to let us know by replying to this email.

We look forward to meeting with you.

Sincerely,

<club/course/organization>
Selection Committee



REGRETS EMAIL

Dear <Name>,

On behalf of the Selection Committee, I would like to thank you for interest in the <position name>.

After meeting with all the applicants, we have decided on a candidate that more closely matches the requirements of the position.

We will keep your application on file for anything that may come available in the future and encourage you to keep applying to positions with <course name>.

Sincerely,

<club/course/organization>
Selection Committee

Dear <Name>,

On behalf of the Selection Committee, we are very excited to offer you the position of <position name> with <name of club/course/organization>.

We have attached your offer of employment for your review. If you have any questions or would like to discuss anything further, please feel free to let me know.

We ask that you please respond to us with your answer by <5-7 days from when this email is sent to the successful candidate>.

We look forward to working with you!

Sincerely,

<club/course/organization>
Selection Committee

HIRING EMAIL





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