Dear [Candidate’s Name],

I wanted to personally thank you for taking the time to speak with us about the [Position Title] role at [Company Name]. After careful consideration of all candidates, I am delighted to inform you that you have been selected as the successful candidate.

Your experience, skills, and qualifications are exactly what we are looking for in the ideal candidate for this position. We are confident that you will make a positive impact on our company and contribute to our ongoing success.

The next steps in the process include [details on the next steps, such as background checks, reference checks, or additional interviews]. Please let us know if you have any questions or concerns, and we will be happy to assist you.

We are looking forward to welcoming you to our team and working with you to achieve our goals. Once again, congratulations on this achievement, and we look forward to having you join us.

Best regards,

[Your Name] [Company Name]