Dear [Candidate’s Name],

I am pleased to inform you that you have been selected as the successful candidate for the [Position Title] position at [Company Name]. We were impressed by your qualifications, experience, and enthusiasm for the role, and believe that you will make a valuable addition to our team.

Congratulations on this achievement! We believe that you have the skills, knowledge, and personality traits that fit well with our company culture and can help us achieve our goals. We look forward to welcoming you to the team and working with you to drive success.

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

Once again, congratulations on your appointment, and we look forward to having you join our team.

Best regards,

[Your Name] [Company Name]