[your name]

[your address]

[your contact information]

[date]

[recipient's name]

[recipient's address]

[recipient's contact information]

Dear [mention your candidate's name],

As you have sent me the cover letter and resume to apply for the post of [mention the position] in [mention the company name] , it has actually struck my interest and I do believe that you will be absolutely suitable for this post.

I would like to introduce myself as I am taking the responsibility of hiring the desirable candidates for the respective positions. I am [mention your name] and I am heading the HR team in this organization for the last [mention years] years. As I have been viewing your profile for the post that you have applied for, your career growth has already taken a turning point. Right now, you are at the peak of your career.

As per your professional experience in your field of [mention the field], I can understand that you have been delivering services quite passionately. In the initial stage, you had already made up your mind to work in [mention the field] and you got exactly what you had wanted in your life.

I can very well understand that you are among the fortunate few who really get their dream job. You had indeed proven your skills by joining the team of [mention the supervisor name] in [mention the previous company name].

You had got a quick leap in your career in the same company as a [mention new designation] and after that, there had no looking back. After that you had got to show your true skills as a [mention the new designation] in the sister concern of mention the previous company name]. it was [mention the sister concern name].

For a sincere, intelligent, and hardworking person like you, it had not been that difficult to get the success that you had actually wanted.

I also find that you do have a master's degree in [mention specialization] from the University of [mention the university name] and earned a bachelor's degree before that from the same university.

I am finding your profile highly promising and capable to contribute efficiently in our company. I have sent your cover letter and resume to a higher level for verification and consideration. I will get back to you soon with a positive response for sure through [mention contact number] or [mention email id].

Thanking You,

Faithfully Yours,

[mention your name]