ABC RECRUITING COMPANY

Date

Candidate Name
Address
City/Town, State/Province, Zip or Postal Code

Dear _____:

Congratulations on your new position with (Facility Name). You have made a great decision and are going to be a truly valuable asset to the team. Please stay in touch – I want to hear how the job is going!

Wishing you the best of luck and a great deal of success in your new position.

Sincerely,

YOUR NAME

P. S. If you know of anyone with whom I can network, please have them contact me at _____