**CERTIFIED LETTER TO APPLICANT**

SAMPLE SAMPLE SAMPLE SAMPLE

PLEASE PRINT ON COMPANY LETTERHEAD

Date

APPLICANT NAME

ADDRESS

CITY, STATE, ZIP CODE

Dear APPLICANT NAME:

You have recently inquired about the temporary position as a (insert job title) with (insert employer name). If you are interested in scheduling a time for an interview please contact the office using information below by (insert date-give plenty of time for certified mail to arrive and the applicant time to respond).

Contact Name:

Phone:

Email:

Address:

Sincerely,

Name

Title