



HR EXCELLENCE IN RESEARCH

TEMPLATES AND FEEDBACK FOR CANDIDATES

1.

Template name: Application acceptance

Subject of message: Application acceptance

Dear Sir/Madam,

Thank you for submitting your application for the selection process regarding the position of x. We are pleased to inform you that your application has been acknowledged and accepted into our review process.

You can expect an update regarding the subsequent steps by DD.MM.YYYY at the latest.

Yours sincerely,

2.

Template name: Invitation to a job interview

Subject of message: SAS job interview

Dear Sir/Madam,

Following our recent telephone conversation, I would like to formally confirm the date and location of the selection process for the position of x. The meeting is scheduled to take place on DD MM YYYY at hh:mm.

Place:

Should you have any further inquiries or require assistance in rescheduling the meeting, please do not hesitate to reach out.

Yours sincerely,



3.

Template name: Selection process - Result notification - rejected

Subject of message: Notification of the result of the selection process

Dear Sir/Madam,

Thank you for your expressed interest in a position with the P. R. I. of the Slovak Academy of Sciences.

Upon careful review of the applications and the qualifications required for the role, we regret to inform you that we will be moving forward with candidates whose profiles more closely align with the specified requirements.

We appreciate your interest in our organization and wish you continued success in your professional endeavors.

Yours sincerely,