

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I wanted to take a moment to personally reach out to you regarding your application for the Certified Nursing Assistant (CNA) position at [Your Organization]. We appreciate the time and effort you put into the application process and want to inform you that we were thoroughly impressed with your qualifications and passion for providing quality patient care.

Your experience at [specific experience or previous job] and your commitment to [specific value or skill] align closely with our mission at [Your Organization]. We value team players like you who demonstrate compassion and professionalism in every aspect of their work.

We invite you to the next step in our hiring process, which is an interview scheduled for [date and time]. This will give us a chance to learn more about you and your approach to patient care, as well as to answer any questions you may have about our organization and the role. Please confirm your availability for this date or suggest an alternative time that works better for you. We are looking forward to the possibility of having you join our team and contribute to the high level of care we strive to maintain for our patients.

Thank you once again for your interest in [Your Organization]. We look forward to speaking with you soon.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]