

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. We would like to express our appreciation for your interest in the General Manager position at [Company Name]. After reviewing your application and impressive background, we believe you could be a great fit for our team.

At [Company Name], we pride ourselves on [briefly describe company values or mission]. As our next General Manager, you will play a crucial role in [briefly describe key responsibilities or goals associated with the position].

We are excited to invite you to participate in the next steps of our recruitment process. Please confirm your availability for an interview during the week of [provide specific dates], and let us know if you have any preferences regarding the format or timing.

Thank you once again for your interest in joining our team. We look forward to the possibility of working together to achieve great things at [Company Name].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]