

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the Licensed Practical Nurse (LPN) position at [Company Name]. We were impressed by your qualifications and the passion you demonstrated for nursing during the interview process.

Please find below the details regarding your employment:

- ****Position:**** Licensed Practical Nurse
- ****Start Date:**** [Start Date]
- ****Salary:**** [Salary/Hourly Rate]
- ****Work Schedule:**** [Work Schedule Detail]

To move forward, we ask that you complete the following steps by [Deadline].

1. Review and sign your employment contract.
2. Submit any required documents (e.g., nursing license, certifications).
3. Complete necessary background checks and health screenings.

We are excited to have you join our team and contribute to the wonderful care we provide to our patients. Should you have any questions, please feel free to reach out at [Contact Information].

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]