

[Date]

[Candidate Name]
[Candidate Address]
[City, Postcode]

Dear [Candidate Name],

Subject: Update regarding your registration for the [Year] Graduate Recruitment Scheme

Thank you for registering your interest in the [Company Name] Graduate Recruitment Scheme. We are writing to provide you with an update regarding the status of your registration.

We have successfully received your initial details. Our recruitment team is currently reviewing all registrations to ensure applicants meet the core eligibility criteria for this year's intake.

Next Steps:

- **Application Window:** Formal applications will open on [Date].
- **Documentation:** Please ensure you have your academic transcripts and proof of right to work ready for the next stage.
- **Online Testing:** If shortlisted, you will receive a link to complete our online behavioral assessment between [Date] and [Date].

You do not need to take any action at this time. We will contact you via email once the formal application portal is live.

In the meantime, we encourage you to visit our careers page at [Website URL] to learn more about our company culture and department rotations.

Thank you for your patience and for choosing [Company Name] as a potential starting point for your career.

Yours sincerely,

[Sender Name]
Graduate Recruitment Manager
[Company Name]