

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Candidate Support Program Duration

Dear [Candidate Name],

We are pleased to formally outline the schedule and duration of your participation in the [Company Name] Candidate Support Program.

The program is designed to provide you with the necessary resources, mentorship, and training to ensure your successful integration into our team. Please take note of the following timeline:

- **Program Start Date:** [Start Date]
- **Program End Date:** [End Date]
- **Total Duration:** [Number of Weeks/Months]

During this period, you will be expected to complete [mention specific milestones or modules]. Your progress will be reviewed on a [weekly/monthly] basis by your assigned mentor, [Mentor Name].

Please note that participation in this program does not guarantee permanent employment, and the duration may be adjusted based on performance or business requirements.

If you have any questions regarding this timeline or the program requirements, please contact the HR department at [Phone Number/Email].

We look forward to supporting your professional growth.

Sincerely,

[Your Name]

[Your Title]

[Company Name]