



# Screening Week

## Cover Letter

As a kid, I loved solving puzzles and figuring things out. Now, I'm interested in exploring data and making improvements. I am eagerly waiting to bring my curiosity to ABCD Company's data scientist position.

Despite an unconventional path, my technical skills and commitment to self-learning make me an ideal candidate, excited to tackle challenges and bring in creative solutions.

I admire ABCD Company's commitment to innovation and believe my skills align perfectly, making me the right fit to contribute to your vision.

Thank you for your time and for considering my application.

## Acceptance Letter

I have received your offer letter. Thank you for giving me the opportunity to work in your esteemed organization. I hereby formally accept the position of a data scientist with ABCD Company. I also accept the offered annual CTC of Rs. 6 LPA, as discussed in the HR round and mentioned in the offer letter.

As required by the offer letter, I shall report to work on 15/7/2023. I am excited to start working in this new position and look forward to meeting the team. Feel free to contact me if you need any further information. I have mentioned my mobile number and email ID at the top for your ready reference.

Thank you once again for trusting me with this position. I am committed to giving my 100% effort to add value to the team.

## Rejection Letter

Thank you very much for offering me the position of a data scientist with ABCD Company. I sincerely appreciate the offer and your interest in hiring me.

{ ----- Reasons ----- }

Again, I would like to express my gratitude for the opportunity to interview and the offer. I wish you and ABCD Company all the best in finding someone suitable for this position. I appreciate your understanding and hope for the opportunity to connect in the future under different circumstances.

Kind regards

## Rejection Reasons

- 1) After much deliberation, I have decided not to accept the job offer as, unfortunately, it does not  
align with my career goals or interests.
- 2) After much consideration, I have accepted another role that will offer me more opportunities to  
pursue my interests or grow my skills in Deep learning and Generative AI.
- 3) While this role seems like a great opportunity, I have decided that now is not the best time for  
me to leave my current position.
- 4) However, as I am currently recovering from a medical condition (as also discussed during the  
interview), I regret to inform you that I have decided to extend my resting time for at least

another 8 weeks. Unfortunately, this means I am unable to accept the offer at this time.

5) While I am eager to accept the offer and work with ABCD Company, I am currently not in a position to relocate to [location] for work. For this reason, I have to decline the offer at this moment.

6) However, after reviewing the company policies and job requirements, I have identified certain points with which I cannot agree or lend my support. Consequently, I must reconsider being part of this organization.

## Follow-Up Letter

Thank you so much for taking the time to meet with me yesterday/last week. I enjoyed learning more about the data scientist position and gaining a better sense of what the team is working on.

{ - - - - - Examples - - - - - }

Thank you again for your time and consideration . I look forward to hearing from you soon.

## Examples

1) I am confident that my skills and qualifications would make me a valuable asset to the team. I am excited about the possibility of joining ABCD company and contributing to its success.

2) After reflecting further on the position, I want to reiterate my interest and ask a few questions.

Do you have a particular time frame in mind for a decision to be made? Additionally, is there anything else you would like to know about me?

3) I wanted to follow up with you regarding something we discussed during the interview. I realized that I didn't ask about your requirements for relocation. I am willing to move if necessary, and I wanted to confirm if this is still something you are interested in once the remote environment is no longer an option.

## Leave Letter

I hope this message finds you well. I am writing to request a 3 day leave from 1/2/2023 to 4/2/2023 due to personal reasons. As an IT professional, I understand the importance of my role and assure you that I will complete all pending tasks before my departure.

I have arranged for coverage and will be reachable via email or phone for any urgent matters. My team members have kindly agreed to handle my responsibilities during this brief period.

Thank you for your understanding and support. I am eager to return and continue contributing to our company's success.

## Request For Change The Project Team

I trust this message finds you well. I am writing to discuss a potential adjustment to our project team, particularly concerning our 'News Navigator' NLP-based project. After evaluating our current dynamics, I have identified challenges in skills alignment, communication, and expertise relevance. I believe a change could significantly enhance our overall efficiency.

I propose considering Gokul, Safad, and Athul as replacements, as their skills align seamlessly with the requirements of our 'News Navigator' project. I am confident this adjustment will address the challenges and contribute positively to our goals. I am open to discussing this further to ensure a smooth transition.

Thank you for your considering my requests, and i appreciate your guidance on this matter.

## Request For Deadline Extension

I hope this message finds you well. I am writing to request a brief extension for the deadline of the 'News Navigator' project, our NLP-based initiative.

Due to unforeseen challenges in data processing, I anticipate a slight delay in completion. I assure you that the team is actively working to overcome these obstacles, and I am committed to delivering a high-quality project.”

Your consideration of this extension request is highly appreciated. Thank you for your understanding.