To

[Recipient Name]  
[Address]  
[Email/Contact/Text]

This circular is being initiated on Date: (mention the date with month and year) to make a very important announcement regarding the employment status of some of our previous recruits. This circular concerns the recruits that joined the bank (name of the bank) for a temporary internship as a result of the interviews conducted from the date (mention the date with month and year) to date (mention the date with month and year).

As mentioned beforehand in the pamphlet provided to all the selected contestants, each one of the selected candidates would be offered a place in the form of a temporary internship. Which may or may not result in a permanent employment offer. A committee comprising of 3 senior members of the bank was formed with the sole purpose of looking at the performances of each selected candidate. Moreover, the committee was also given the task to evaluate each intern based on other characteristics i.e. enthusiasm, adaptability, and talent.

It is to inform you all that the committee has completed its evaluation and submitted the report to the board of meeting held on Date: (mention the date with month and year). The bank (name of the bank) has finalized the names of the employees that would be presented a permanent employment offer. It should be hereby noted that the status of being a permanent employee would be applicable after the submission of all the data required. The details of the requirements would be enclosed in another circular.

However, I would like you all to congratulate the following employees for their success:

* Mr. (name of the employee) hired for the position (name of the position) on the date (mention date) recruited as an intern.
* Mr. (name of the employee) hired for the position (name of the position) on the date (mention date) recruited as an intern.
* Mr. (name of the employee) hired for the position (name of the position) on the date (mention date) recruited as an intern.
* Mr. (name of the employee) hired for the position (name of the position) on the date (mention date) recruited as an intern.

All the employees with their names on the list are required to report in the administration office before leaving office today. The remaining interns should not lose hope and work hard to earn the seat.

[Bank Name]  
[Branch/Address]