# newton

# Thank You Letters

Quickly send automatic, stage-specific thank you letters to any candidate that has ever applied to or interviewed for any job at your company without any additional administrative work.

To learn more about Newton, please visit www.newtonsoftware.com.

# Turn on Thank You Letters

Check the box next to 'Thank You Letters are OFF' and then click 'Save.'

# Modify Email Settings and Signature

Modify email address and signature and then click 'Save.'

# Decide who can send Thank You Letters

Select between Staffing/ Admin Users or Anyone and then click 'Save'

# Editing your Templates

Click into any template to edit, or click 'Create a Custom Thank You Letter.' Then click 'Save.'

# Now that you're set up, here's how it works...

After passing on a candidate, choose to send a Thank You Letter or not. Click 'Save.'

# Pending Thank You Letters

When a Hiring Manager passes on a candidate, Thank You Letters are marked as pending.

# That's it!

Please don't hesitate to reach out to
support@newtonsoftware.com
if you have any questions.