```
<div>
    <p>Sincerely,</p>
    <p>
        [Signature]<br>
        <strong>[Full Name]</strong><br>
        Human Resources Representative<br>
        [Department Name]<br>
        [Company Name]
    </p>
    <p>
        [Phone Number]<br>
        [Email Address]<br>
        [Company Website]
    </p>
</div>
```