Recruiting Email Templates

Please see the following pages to access our editable Email Templates.

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Thanks for Your Application

Subject: Thank you for your Application for {{job.title}}

Message:

Hi {{applicant.first\_names}}

Many thanks for your interest in the {{job.title}} role at {{company.name}}. We’ve now received your application and will be reviewing this over the next few days.

So hold tight, cross your fingers, and we’ll be in touch again soon to let you know if you’ve been shortlisted!

Best wishes,

{{sender.name}}

Recruiting Manager

Request for More Information

Subject: Next Steps for Your Application for the {{job.title}} role with {{company.name}}

Hi {{applicant.first\_names}}

Thanks again for your application for the {{job.title}} role. We’re very pleased to say that you’ve made it through our first screening and your application has been shortlisted for the next stage!

For the next step, we’d like to get to know you better so we are inviting you to make a short video introducing yourself. The video doesn’t need to be long and please don’t worry about the quality - simply pull out your phone and make a quick recording without overthinking it.

We look forward to learning more about you!

Best wishes,

{{sender.name}}

Recruiting Manager

Request to do a Test or Task

Subject: Next Steps for Your Application

Hi {{applicant.first\_names}}

We’ve loved all we’ve learned about you so far and we’d like to proceed to the next step.

This next stage is to complete the task as outlined in the brief below.

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Brief

We’d like for you to imagine you work on the Microsoft Customer Support team and you’ve received the following message:

*“I’m stuck! I need to add up a column of numbers and then also show the average. How do I do this?*

Your task is to reply to this email with your response to the customer’s query.

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Ideally we would like you to complete the task within 3 days, but we understand life doesn’t always allow for these things so if you’re having any difficulty, please do reach out.

Good luck! We look forward to reading your response.

Best wishes,

{{sender.name}}

Recruiting Manager

Invitation to Interview

Subject: Invitation to Interview with {{company.name}} for the {{job.title}} role

Hi {{applicant.first\_names}},

Thanks again for your interest in the {{job.title}} role.

After having looked through everything you’ve sent us so far, we’d love the opportunity to meet with you!

We would like you to join us at our Head Office to meet with **[insert interviewer name]**. On

**[insert date]** at **[insert time].** Please let us know by reply whether this works for you. As soon as we’ve heard back we will send you a ful confirmation with instructions on how to find us and what you can expect on the day!

Looking forward to hearing from you.

Best wishes,

{{sender.name}}

Recruiting Manager

Interview Confirmation

Subject: Your Interview Confirmation

Hi {{applicant.first\_names}},

Thank you for responding to our invitation! Please take this email as confirmation of the following details for your upcoming interview.

Date:

Time:

Location:

Interviewer:

[Include any special instructions for how to find the location, where to park, what to wear, what to bring, etc.]

If you have any questions or cannot attend the interview for any reason please do contact us.

In the meantime, we’ll look forward to meeting you!

Best wishes,

{{sender.name}}

Recruiting Manager

Second Interview Invitation

Subject: Invitation for a Second Interview!

Hi {{applicant.first\_names}},

Thanks for taking the time to meet with us recently. So far, we like what we’ve heard and we are keen to progress your application to the next stage.

We place great value in making sure we bring the right people into our business and that the move feels just as right for the new team members as it does for us! For that reason, we’d like to invite you back to our Head Office to meet with more of the team.

We propose [insert date] at [insert time] - please let us know if this works for you and we’ll follow up with a confirmation.

Best wishes,

{{sender.name}}

Recruiting Manager

Request for References

Subject: Reference Details

Hi {{applicant.first\_names}}

We’re almost there! We’ve been very impressed with you and would like to move forwards.

The final step is for you to provide us with at least two different references from the past 5 years. These should be from managers you’ve worked with, but if you’ve been in one role over that timeframe, your second referee can be a colleague who has worked with you during this time.

Please reply with the following information...

Company name:

Dates of Employment:

Referee name:

Contact Phone:

Contact Email:

Company name:

Dates of Employment:

Referee name:

Contact Phone:

Contact Email:

Many thanks and best wishes,

{{sender.name}}

Recruiting Manager

Job Offer

Subject: Job Offer from {{company.name}}!

Hi {{applicant.first\_ names}},

I hope you’re well.

We’ve been very excited to get to know you over the last few weeks and while we were fortunate to receive some very strong applications for this role, we are extremely pleased to say that we would love for you to join our team!

Your offer details are as follows:

Position:

Salary:

Start Date:

Contract type:

Based:

Other benefits:

Please indicate if you intend to accept this offer so that we can get the ball rolling and draw up your contract. If you have any questions about anything at all, please do reach out.

We are looking forward to hearing from you soon!

Best wishes,

{{sender.name}}

Recruiting Manager

Rejection After Application

Subject: An Update on Your Application

Hi {{applicant.first\_names}},

Many thanks for your application for the role of {{job.title}}.

The role certainly proved popular and we’ve received a lot of interest. After reviewing each of the applications, I’m sorry to say that we have decided not to proceed with yours at this time as other candidates met our requirements more closely.

We would like to thank you once again for your interest in working with us. Best of luck in your job search and future endeavors.

Regards,

{{sender.name}}

Recruiting Manager

Rejection after interview

Subject: An Update on Your Application

Hi {{applicant.first\_names}},

Many thanks for taking the time to meet with us recently. We thoroughly enjoyed talking to you about your background and hearing about your experience.

We have now completed the round of interviews and we want to let you know that the calibre of applicants was exceptionally high and we’ve had some difficult decisions to make.

Unfortunately, this email is to let you know that we will not be proceeding further with your application at this time. While you clearly have some great skills and experience, I'm sorry to say that you have not been successful on this occasion.

We would like to wish you all the best in your future endeavours though and again, we thank you for the efforts you have put into applying for this position.

Kind Regards,

{{sender.name}}

Recruiting Manager