

Subject: Clarification on Hiring Decision Date

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my recent interview for the [Job Title] position at [Company Name]. I wanted to express my gratitude for the opportunity to meet with you and learn more about your team.

As I am very excited about the possibility of joining [Company Name], I wanted to inquire about the expected timeline for making a hiring decision. Understanding this timeline will greatly assist me in planning my next steps.

Thank you once again for considering my application. I look forward to your response.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]