

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of the hiring process for the [Job Title] position that I interviewed for on [Date of Interview]. I appreciate the opportunity to interview and am very excited about the possibility of joining [Company Name].

Could you please provide an update on the timeline for the hiring decision? I am eager to hear back and would greatly appreciate any information you could share regarding the next steps.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]