

Subject: Reminder: Interview Conclusion

Dear [Candidate's Name],

I hope this message finds you well. I wanted to take a moment to thank you for your time and effort during the interview process for the [Job Title] position at [Company Name].

This is a friendly reminder that we will be concluding the interviews on [Date]. We greatly appreciate your interest in our company and the insights you shared with us.

We will be in touch soon to inform you about the next steps in the hiring process. Please do not hesitate to reach out if you have any questions in the meantime.

Thank you once again for your interest in [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]