

Collaborative Hiring Progress Update

Date: [Insert Date]

Dear [Team/Recipient's Name],

I hope this message finds you well. I am writing to provide an update on the collaborative hiring process for the [Position Title] role that we have been working on together.

Current Status:

- **Application Review:** We have received [number] applications and are currently in the process of reviewing them.
- **Interviews Scheduled:** As of now, we have scheduled interviews with [number] candidates, to take place on [dates].
- **Feedback from Interviews:** Initial feedback from interviews has been largely positive regarding [mention any standout candidates or qualities].

Next Steps:

1. Complete the first round of interviews by [date].
2. Gather feedback from all team members on interviewed candidates.
3. Decide on which candidates to move forward with for the next round by [date].

Please feel free to share any thoughts or additional insights you may have regarding the interviewed candidates or the hiring process as a whole. Your collaboration is essential to making this a successful hire.

Thank you for your continued efforts and support.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]