

Subject: Inquiry About Job Application Timeline

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to follow up on my recent job application for the [Job Title] position that I submitted on [Submission Date]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

I would appreciate any updates you could provide regarding the timeline for the hiring process. Understanding the next steps would be incredibly helpful as I navigate my current situation.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Email Address]

[Your Phone Number]