

Follow-Up on Talent Acquisition

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I wanted to take a moment to follow up on the recent interview we had on [Date of Interview] for the [Job Title] position at [Your Company].

We appreciate the time you took to meet with our team and share your insights. Your qualifications and experiences were impressive, and we are currently in the process of evaluating all candidates.

Please feel free to reach out if you have any questions or would like to discuss anything further. We will keep you updated on your application status as soon as possible.

Thank you again for your interest in joining [Your Company]. We look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]