

Update on Recruitment Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the recruitment timeline for the [Job Title/Position] role.

We have received a significant number of applications and are currently in the process of reviewing them. The upcoming steps are as follows:

- **Application Review:** [Start Date] to [End Date]
- **Interviews:** [Start Date] to [End Date]
- **Decision Making:** [Start Date] to [End Date]

We appreciate your patience during this process as we work diligently to find the right candidate for our team. We will keep you updated with any further developments.

Thank you for your understanding.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]