

Dear [Applicant's Name],

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

We appreciate your patience as we complete our review of all candidates. We are currently in the process of finalizing our decision and expect to have an update for you by [specific date].

Thank you once again for your application and your interest in joining our team. We will be in touch soon.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]