

Follow-Up Letter After Interview

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Thank you for taking the time to meet with us on [Insert Interview Date]. We appreciate the opportunity to learn more about your skills and experience related to the [Job Title] position.

We are currently in the process of evaluating all candidates and we hope to make a decision soon. If you have any further questions regarding the role or the company, please feel free to reach out.

Thank you once again for your interest in joining [Company Name]. We will be in touch shortly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone]

[Company Email]