

Recruitment Timeline Check-in

Dear [Candidate's Name],

We hope this message finds you well. As part of our recruitment process, we wanted to check in with you regarding your application for the [Position Title] role.

Here's a brief overview of our recruitment timeline:

- **Application Review:** [Date]
- **Interviews:** [Date Range]
- **Final Decision:** [Date]
- **Offer Letters Sent:** [Date]

Please let us know if you have any questions or if you need further information regarding the process. We appreciate your interest in joining [Company Name] and look forward to connecting with you soon.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]