

# 4 Update Email Template to Inform Candidate Their Application Is Under Review

## Acknowledgement Email: Initial Application Received

Subject: Your Application Has Been Received

Dear [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We have received your application and our team is currently reviewing it.

Here's what you can expect next:

- **Review Process:** Our hiring team will carefully review your application and assess your fit for the role.
- **Timeline:** We aim to complete our review within [Time Frame, e.g., 2-3 weeks].
- **Next Steps:** If your application is shortlisted, we will reach out to you via email to schedule an interview.

We appreciate your interest in joining our team and your patience during this process. If you have any questions, feel free to contact us at [Contact Email].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

## Application Under Review: Request for Additional Information

Subject: Your Application is Under Review

Dear [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We have received your application and our team is currently reviewing it.

To help us better understand your qualifications, we would appreciate it if you could provide us with additional information. Specifically, we are interested in:

- Links to your portfolio or any relevant project work
- Writing samples or case studies you have completed
- Any other documents that showcase your skills and experience

Please send the requested information to us at your earliest convenience. This will assist us in moving forward with your application.

Thank you for your interest in joining our team. We look forward to learning more about you.

Warm regards,

[Your Full Name]

[Your Position]

[Company Name]

[Contact Information]

## Application Under Review: Status Update - Shortlisting

Subject: Application Update: Shortlisting in Progress!

Hi [Candidate Name],

Thanks again for your interest in the [Job Title] position at [Company Name].

We wanted to give you a quick update on your application. Our team is currently reviewing applications, and yours is under consideration for the shortlisting stage.

What does this mean?

- Your application has caught our eye!
- We're taking a closer look at your qualifications and experience.
- We'll be in touch soon to let you know if you've been selected for the next round.

We appreciate your patience and will keep you informed of our progress. In the meantime, feel free to check out our company culture on our [Social Media Link, e.g., LinkedIn] page.

Thanks,

The [Company Name] Team

## Application Under Review: Interview Invitation

Subject: Interview Invitation - [Your Company Name] - [Job Title]

Hi [Candidate Name],

Thank you for your interest in the [Job Title] position at [Your Company Name]. We were impressed with your application and would like to invite you to an interview.

This interview will be a [Type of Interview - e.g., phone screen, virtual interview, in-person interview] and will last approximately [Duration of Interview].

Here are the details:

- Date: [Date of Interview]
- Time: [Time of Interview]
- Interviewer(s): [Name(s) and Title(s) of Interviewer(s)]
- Format: [e.g., Zoom, Google Meet, In-person at [Address]]
- Link to join (if applicable): [Interview Link]

During the interview, we'll be discussing your experience, skills, and how they align with the [Job Title] role. It's also a great opportunity for you to ask us any questions you may have about the role or [Your Company Name].

Please confirm your availability by replying to this email by [Confirmation Deadline]. If the proposed time doesn't work for you, please let us know your availability, and we'll do our best to accommodate.

We look forward to speaking with you!

Best regards,