

3 Candidate Waitlist Notification Email Template

Waitlist Template for High-Potential Candidates

Subject: Exciting Opportunities Ahead

Hi [Candidate's Name],

Thank you for taking the time to interview with us for the [Job Title] position. We were genuinely impressed by your skills and experiences.

While we are unable to extend an offer at this moment, we want to keep the door open for future opportunities. Your qualifications and the way you approached our discussions really stood out.

We will keep your application on our waitlist and reach out if a suitable role becomes available. Please feel free to contact us anytime if you have questions or wish to update us on your career journey.

Thank you once again for your interest in joining our team. We hope to stay in touch.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Waitlist Template with Specific Next Steps

Subject: Update on Your Application Status

Hi [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We enjoyed learning more about your skills and experiences.

We wanted to let you know that while we were impressed with your application, we have decided to place your candidacy on our waitlist at this time. This means that we are still considering you for the role, but we have not yet made a final decision.

Here are the next steps:

- **Timeline:** We anticipate making a final decision by [Date].
- **Updates:** We will keep you informed about any changes in your status via email.
- **Inquiries:** If you have any questions, feel free to reach out to us at [Contact Information].

We appreciate your patience and understanding as we complete our hiring process.

Thank you again for your interest in joining our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Waitlist Notification for Internal Candidates

Subject: Update on Your Application for [Job Title] at [Company Name]

Hi [Candidate Name],

Thank you for your interest in the [Job Title] position and for taking the time to interview with us. We truly appreciate your dedication to [Company Name] and your contributions as a current employee.

After careful consideration, we've decided to place you on a waitlist for this role. This means that while other candidates more closely aligned with the specific needs of this position at this time, we were very impressed with your qualifications and potential.

Being on the waitlist means that if the initial candidate doesn't work out or if a similar role opens up soon, you'll be among the first we consider. The waitlist period is typically [Number] months.

We encourage you to continue developing your skills and exploring other opportunities within [Company Name]. We value your commitment to the company.

In the meantime, please feel free to reach out to [Recruiter Name] at [Recruiter Email] if you have any questions.

Thanks again for your interest.

Best regards,