

4 Keeping Candidates Warm Email Template

Initial Contact Template

Subject: Checking In: [Job Title] at [Company Name]

Hi [Candidate Name],

Hope you're having a great week!

I'm reaching out to follow up on your application for the [Job Title] position at [Company Name]. We were really impressed with your background, and wanted to see if you're still interested in this opportunity.

Since you applied, we've [mention a recent company achievement, new product launch, or positive news]. We believe this role would be a great fit for someone with your skills and experience.

Would you be open to a quick chat sometime next week to discuss the role in more detail?

Thanks, and looking forward to hearing from you!

Best regards,

[Your Name] [Your Title] [Company Name]

Interview Scheduling Template

Subject: Let's Schedule a Chat! Next Steps with [Company Name]

Hi [Candidate Name],

Hope you're having a great week!

We're excited about your application for the [Job Title] role at [Company Name]. We'd love to schedule an interview to learn more about your experience and discuss the role in detail.

To make things easy, please use this link to view my calendar and select a time that works best for you: [Link to Scheduling Tool]

Alternatively, you can reply to this email with your availability over the next few days, and I'll do my best to accommodate.

Here's a quick overview of what to expect during the interview:

- A brief introduction to [Company Name] and the [Team Name] team.
- A discussion about your background and relevant experience.
- An opportunity for you to ask any questions you may have about the role or the company.

The interview will be conducted by [Interviewer Name] and is expected to last approximately [Duration].

We look forward to connecting with you!

Best regards,

[Your Name] [Your Title] [Company Name]

Application Status Update Template

Subject: Application Update - [Job Title] at [Company Name]

Hi [Candidate Name],

Hope you're having a great week!

This is a quick update regarding your application for the [Job Title] position at [Company Name].

[Choose ONE of the following options and delete the others that don't apply]:

- **Option 1: Application Received** - We've received your application and our team is currently reviewing it. We'll be in touch within [Number] business days to let you know the next steps.
- **Option 2: Application Under Review** - Your application is currently under review. We are carefully considering all candidates and will update you on the status by [Date].
- **Option 3: Moving to Next Stage** - We're impressed with your application and would like to invite you to the next stage of the interview process: [Briefly describe the next stage, e.g., a phone screen, a technical assessment]. You can schedule a time that works best for you here: [Link to scheduling tool].
- **Option 4: Not Moving Forward** - After careful consideration, we've decided not to move forward with your application at this time. We were impressed with your background, and we encourage you to apply for other open positions at [Company Name] that align with your skills and experience. We wish you the best in your job search!

We appreciate your interest in [Company Name].

Thanks,

[Your Name] [Your Title] [Company Name]

Final Stage Reminder Template

Subject: Checking In: Next Steps for [Job Title] at [Company Name]

Hi [Candidate Name],

Hope you're having a great week!

Just wanted to send a quick reminder regarding the final steps for your application for the [Job Title] role at [Company Name].

As we discussed, the next step is:

- [Clearly state the next step, e.g., completing the reference checks, submitting portfolio, etc.]
- [If applicable, add the deadline: Please complete this by [Date].]

We're really impressed with what we've seen so far and remain very interested in your candidacy. Please let me know if you have any questions or need anything from our end to complete this step.

Thanks again for your time and enthusiasm!

Best regards,