

3 Outreach Email Template to Candidates via Employee Referral

Initial Outreach to Referred Candidate (Before Application)

Subject: Exciting Opportunity at [Company Name] - Referred by [Referrer's Name]

Hi [Candidate's Name],

I hope this message finds you well. My name is [Your Name] and I am a recruiter at [Company Name]. [Referrer's Name], who you know from [Connection Context], spoke highly of you and suggested you might be a great fit for our team.

We have an exciting opportunity for the [Job Title] role that we believe matches your skills and interests. We think you could bring a lot to our team, and we'd love to discuss this opportunity with you.

Would you be available for a quick chat this week? Please let me know your availability, and we can set up a time that works for you.

Looking forward to hearing from you.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Follow-up After Referral Submission (Application Received)

Subject: Application Received - [Candidate Name] (Referred by [Employee Name])

Hi [Candidate Name],

Great news! We received your application for the [Job Title] position, and we appreciate you taking the time to apply. We especially want to thank [Employee Name] for referring you — we value employee referrals!

Here's what you can expect next:

- Our team will carefully review your application.
- If your qualifications align with the role, we'll reach out to schedule an initial screening call.
- We aim to complete the review process within [timeframe, e.g., one week].

In the meantime, feel free to explore our website to learn more about Adaface and our culture:

[Link to Adaface Website]

Thanks again for your interest in [Company Name]. We're excited to see what you bring to the table!

Best regards,

[Your Name] [Your Title] Adaface

Post-Interview Follow-up (Regardless of Outcome)

Subject: Thank You for Your Time

Hi [Candidate's Name],

I hope this message finds you well. I wanted to express my gratitude for taking the time to interview with us for the [Job Title] position. It was a pleasure to learn more about your skills and experiences.

We are currently in the process of reviewing all candidates and will be making a decision soon. Regardless of the outcome, I wanted to let you know that we were impressed with your qualifications and enthusiasm.

- If you are moving forward: We are excited to move to the next steps and will be in touch shortly with more details.
- If not moving forward: Unfortunately, we have decided to move forward with another candidate. However, we were truly impressed by your profile and would love to keep your resume on file for future opportunities.

Thank you once again for your interest in joining our team. Wishing you all the best in your job search.

Warm regards,