

# 4 Sourcing Past Candidates Email Template

## Template for reconnecting with past candidates

Subject: Exciting Opportunities at [Company Name] - Let's Reconnect!

Hi [Candidate's Name],

I hope this message finds you well. I'm [Your Name], a recruiter at [Company Name]. We previously connected when you applied for the [Previous Position] role. Although we went in a different direction at that time, I was impressed by your skills and experience.

We're currently exploring candidates for a new opportunity that I believe aligns well with your background. If you're open to discussing this, I'd love to reconnect and share more details.

- **Position:** [New Position Title]
- **Location:** [Location or Remote]
- **Key Responsibilities:** [Briefly list key responsibilities]

Please let me know if you're interested, and we can set up a time to chat. Feel free to reply to this email or reach me at [Your Phone Number].

Looking forward to the possibility of working together.

Best regards,

[Your Full Name]  
[Your Job Title]  
[Company Name]  
[Your Contact Information]

## Template for contacting candidates who declined offers

Subject: Reconnecting with an Exciting Opportunity

Hi [Candidate's Name],

I hope this message finds you well. I wanted to reach out and touch base with you. We were really impressed with your skills and experience during our previous discussions.

We have a new opportunity that I believe aligns well with your background and interests. If you're open to exploring this, I'd love to provide more details.

Please let me know if you have some time to chat this week. Looking forward to catching up!

Best regards,

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

## Template for reaching out to silver medalists

Subject: Checking In - [Previous Role Title] at [Company Name]

Hi [Candidate Name],

I hope this email finds you well.

My name is [Your Name] from Adaface, and I'm reaching out from [Company Name]. We remember you from your application for the [Previous Role Title] role back in [Month, Year]. While you weren't selected at that time, we were very impressed with your [mention 1-2 specific skills or experiences].

Since then, things have been moving quickly here at [Company Name], and we have some new opportunities that might be a good fit for you.

- Are you still open to new opportunities?
- Would you be interested in a brief chat to discuss your career goals and see if there's a potential match?

Please feel free to reply to this email or schedule a time directly on my calendar: [Link to your calendar]

Thanks, and I look forward to hearing from you!

Best regards, [Your Name] [Your Title] [Company Name] [Your Contact Information]

## Template for re-engaging with passive candidates

Subject: Catching Up - [Your Company] & New Opportunities

Hi [Candidate Name],

Hope you're doing well!

It's been a while since we last connected, and I wanted to reach out and see how things are going. I remember being impressed with your background in [Candidate's Skill/Area of Expertise] when we spoke about the [Previous Role] role.

At [Your Company], we've been working on some exciting new projects, and I thought your skills and experience might be a great fit for some of the opportunities we currently have. We are always looking to grow our team with talented people.

Would you be open to a quick chat to discuss your career goals and see if there's a potential match? No pressure at all, just exploring possibilities.

Here are some of the areas we are looking at:

- [Area 1]
- [Area 2]
- [Area 3]

If you're not looking right now, no worries at all! I'm always happy to connect and stay in touch for future opportunities.

Thanks, and I look forward to hearing from you.

Best regards,