

TRAFFIT

7 ESSENTIAL JOB INTERVIEW EMAIL TEMPLATES



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1. Application Acknowledgement Email

[EMAIL SUBJECT LINE]: Thanks for your application!

Hi [candidate name],

Thank you for applying for the [job title] position at [company name].

We are currently reviewing all applications and we are planning to schedule interviews in the next week. If you are among qualified candidates, you will receive a call from one of our recruiters to schedule an interview. If you are unsuccessful, we will inform you about that via email.

In the meantime, please check out our other openings here: [link to other job adverts]

Thank you again for taking the time to apply for this role.

Best regards,

[Signature]

2. Application Unsuccessful Email

[EMAIL SUBJECT LINE]: An update on your application

Dear [candidate name],

We appreciate that you took the time to apply for the position of [job title] with our company. As you can imagine, we have received a large number of applications, and I regret to inform you that you have not been selected for an interview for this position.

Please check out our other openings for which you may qualify: [link to other job adverts]

Best wishes for a successful job search.

[Signature]

3. Interview Confirmation Email

[EMAIL SUBJECT LINE]: Interview confirmation - [job title]

Hi [candidate name],

I would like to confirm your interview for the [job title] position. At this meeting, we'll have the chance to discuss your application and get to know you a bit better.

Below are the details of your interview:

When: [date and time] – the estimated duration is [e.g. 30/60/90] minutes.

Where: [full address and a link with the specific location on the map and directions]

Who: [name and job title of the interviewer]

If you plan on driving to the interview, there is a parking lot next to our office that you may use.

If you have any questions, feel free to contact me via email or at [phone number].

I look forward to meeting with you.

Kind regards,

[Signature]

4. An Interview Assignment Email

[EMAIL SUBJECT LINE]: Assignment for the [job title] position

Hi [candidate name],

Attached you will find an assignment that is a part of our interview process. I'm also attaching some instructions to help you complete the assignment.

It would be great if you could send this over to us by [date].

Please do not hesitate to reach out if you have any questions.

Best of luck with the assignment,

[Signature]

5. Interview Assignment – Confirmation Email

[EMAIL SUBJECT LINE]: Assignment received

Hi [candidate name],

Thank you for completing the assignment. Our team will review it and get back to you with feedback as soon as possible.

Best regards,

[Signature]

6. Rejection After Interview

[EMAIL SUBJECT LINE]: An update on your application

Hi [first name],

We appreciate your interest in [company name] and the time that you've invested into applying for the [role title] opening.

We ended up moving forward with another candidate, but we'd like to thank you for talking to our team and giving us the opportunity to learn about your skills and accomplishments.

During the interview, we were very impressed by [a specific example]. It was great to see that [another example].

One thing that was missing in the interview was [a specific example], and we also believe that you need to gain a bit more experience with [another example].

Please check out our other openings for which you may qualify: [link to your other job adverts] We will be also advertising more positions in the coming months. We hope you'll keep us in mind and we encourage you to apply again.

We wish you good luck with your job search.

Best regards,

[Signature]

7. Job Offer Confirmation Email

[EMAIL SUBJECT LINE]: Job offer from [company name]

Dear [name],

We are very pleased to offer you a full-time position of [position] at [company name], reporting directly to our [position], [name].

We'd like to offer you an annual starting salary of [dollar/euro amount] paid out on a monthly basis. This is a full-time position requiring [number] hours per week - with the option to work remotely up to two days per week. Please find attached an updated copy of the job description to familiarize yourself with some of the position's duties and responsibilities. I have also attached the full details of the benefits we offer for you to look over.

If you decide to accept this role, your anticipated start date will be [date].

To accept this offer, please email me back by [date] and I will get you started with the rest of the onboarding process.

We are excited about the possibility of you joining [company name]!

If you have any questions or need additional information, please don't hesitate to contact me by email or phone.

Kind regards,
[Signature]

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