Status-update email to hiring managers | Workable

**Subject line:** Update on [*Job\_title*] position / Status of [*Job\_title*] position

Hi [*Hiring Manager’s\_name*],

I’m sending you an update on where we stand with the [*Job\_title*] role:

* **Number of phone screening calls conducted:** [*e.g. 6*]
* **Number of applicants we advanced to the assignment phase:** [*e.g. 2*]
* **Number of phone screening calls scheduled for next week:** [*e.g. 5*]
* **Deadline for assignment submission:** [*e.g. 6/20/2017*]

Here’s an overview of the qualified candidates:

* [*Candidate1\_name*]: Doesn’t have relevant experience, but has researched our company and is genuinely interested in the role. We had a very pleasant discussion and I would like to see the assignment results.
* [*Candidate2\_name*]: Has two years of work experience in a similar role and knows a lot about the industry. The tone of our discussion was a formal.

For more detailed information, feel free to refer to my notes [*attach file to email.*]

Please let me know if you need more information. We can schedule a quick [*e.g. call or meeting*] to follow up.

Thank you,

[*Your\_name*]

[*Your\_signature*]