Keeping candidates warm email template | Workable

**Subject line:** Update on the [*Job\_title*] position/ Your application at [*Company\_name*] for the [*Job\_title*] position

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

I hope all is well with you. I wanted to check in and update you about the status of your application for the [*Job\_title*] position.

[*Hiring manager\_Name/Our hiring manager]* is currently reviewing all *[assignments/applications]* and we’re expecting to schedule on-site interviews by the end of the next week. I will contact you again as soon as I have any news.

In the meantime, please free to reach me via email or at [*e.g. 1-444-555-2222*], if you have any questions.

All the best / Kind regards,

[*Your name*]

[*Signature*]