

Email templates for recruitment teams





Individual interviews

Meeting confirmation



Subject: Your interview with {BOOKING-PAGE-TITLE}

Hi {FNAME},

We're so happy you are interested in the [job position] position at [company name]. Your interview is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

We're looking forward to chatting with you and hearing more about your experience. The interview will last approximately {DURATION} and will focus on [talking points/agenda].

In the meantime, feel free to learn more about our company by visiting: [company URL].

If you have any additional questions, you can reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Individual interviews

Meeting reminder



Subject: Reminder about your interview with {BOOKING-PAGE-TITLE}
Your interview with {BOOKING-PAGE-TITLE} is starting soon

Hi {FNAME},

Just a reminder that your interview for the [job position] position at [company] is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.





Individual interviews

Follow-up email



Subject: Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure chatting with you about the [job position] position at [company].

As we are still interviewing for this role, we will reach out to you with potential next steps within [time frame].

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send



Panel interviews

Meeting confirmation



Subject: Your interview with [company]

Hi {FNAME},

We're so happy you are interested in the [job position] position at [company name].
Your interview is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

You will be speaking with:

[Name], [position]

[Name], [position]



Hint: Add links to the LinkedIn profile of each interviewer.

We're looking forward to chatting with you and hearing more about your experience.
The interview will last approximately {DURATION} and will focus on [talking points/
agenda]. In the meantime, feel free to learn more about our company by visiting:
[company URL].

If you have any additional questions, you can reply to this email or reach me at
[phone number].

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Panel interviews

Meeting reminder



Subject: Reminder about your interview with [company]
Your interview with [company] is starting soon

Hi {FNAME},

Just a reminder that your interview for the [job position] at [company] is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

You will be speaking with:

[Name], [position]

[Name], [position]



Hint: Add links to the LinkedIn profile of each interviewer.

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Panel interviews

Follow-up email



Subject: Thanks for meeting with [company]

Hello {FNAME},

Thank you for taking the time to meet with us. It was a pleasure chatting with you about the [job position] position at [company].

As we are still interviewing for this role, we will reach out to you with potential next steps within [time frame].

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send



Information sessions

Meeting confirmation



Subject: Your information session with {BOOKING-PAGE-TITLE}

Hi {FNAME},

We're delighted you are interested in learning more about [company]. Your information session with [name] is booked for {START}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

We're looking forward to telling you a bit about our company as well as getting to know you better. The meeting will last approximately {DURATION} and will focus on [talking points/agenda]. In the meantime, feel free to learn more about our company by visiting: [company URL]

To view positions we are currently hiring for, visit: [link here]

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Feel free to replace {BOOKING-PAGE-TITLE} with your name or with {TEAM-NAME}. Learn more about [shorthand codes](#). For more advanced options, see our article about [conditional statements](#).



Information sessions

Meeting reminder



Subject: Reminder about your meeting with [company]
Your meeting with [company] is starting soon

Hi {FNAME},

Just a reminder that your [company] information session is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at [phone number].

Looking forward to meeting with you.

Best,

[your name]

[your position]

[your company]

Send



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person OR morning of/1 hour before for online.



Information sessions

Follow-up email



Subject: Thanks for meeting with {BOOKING-PAGE-TITLE}

Hello {FNAME},

Thank you for taking the time to meet with me. It was a pleasure chatting with you about [company] and getting to know you a bit better.

If you are interested in applying for a position at [company], you can do so by visiting: [link].

If you have any additional questions or need any assistance, feel free to reply to this email or reach me at [phone number].

Best,

[your name]

[your position]

[your company]

Send

