Application status update email

Send it whenever a candidate has heard nothing for 7 to 10 days, when the timeline you gave them changes, or when they move to a new stage that does not already trigger its own email.

STILL UNDER REVIEW

Subject: Update on your [Job Title] application

Hi [First Name],

A quick update on your application for [Job Title]: it's still under review with the hiring team. We received more applications than expected and are working through them in order.

We expect to make shortlisting decisions by [Date]. You'll hear from me by then whether or not you're moving forward.

No action needed from you. If your availability or contact details change, just reply to this email.

Thanks for your patience,
[Your Name]
[Title], [Company]

SHORT

Subject: Your application for [Job Title]: status update

Hi [First Name],

Your application for [Job Title] is with the hiring manager now. Next update from us by [Date].

Thanks,
[Your Name]
[Company] Recruiting

TIMELINE HAS SLIPPED

Subject: Change to the timeline for [Job Title]

Hi [First Name],

I told you we'd be in touch by [Original Date] about the [Job Title] role, and I want to be straight with you: the process is taking longer than planned because [Plain Reason, e.g. the hiring manager is out until the 14th / the team is reviewing the role's scope].

Your application is still active. The new timeline is [New Date] for next steps.

If you receive another offer in the meantime, please let me know. I may be able to move things faster, and if not, I'd rather you make the decision with full information.

[Your Name]
[Title], [Company]

MOVED TO TALENT POOL OR ON HOLD

Subject: Your application for [Job Title] at [Company]

Hi [First Name],

Thank you for applying for [Job Title]. I wanted to give you an honest update.

We've [paused hiring for this role / filled the current openings], but your background in [Relevant Skill or Experience] matches roles we hire for regularly. With your permission, we'll keep your application on file for [Time Period] and contact you when a similar position opens.

If you'd prefer we didn't, reply and let me know and we'll remove your details.

Best,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Update on your [Job Title] application
- Your application is under review: [Job Title]
- Where things stand with [Job Title]
- [Company] application status: [Job Title]
- Change to the timeline for [Job Title]
- Quick update from [Company] Recruiting

SMS / WHATSAPP VERSION

Hi [First Name], [Your Name] from [Company] here. Your application for [Job Title] is still under review. You'll hear from us by [Date] either way. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Date], [Original Date], [New Date], [Plain Reason], [Relevant Skill or Experience], [Time Period], [Your Name], [Title]