Hiring delay email

Send it the day you know the original date will slip, and no later than the date you promised. If you have no new date, commit to a check-in date instead.

STANDARD DELAY

Subject: Update on the [Job Title] role: new timeline

Hi [First Name],

I told you we'd have a decision on the [Job Title] role by [Original Date], and that date is going to slip. [Short honest reason, e.g. two members of the hiring panel were out last week, and we still have one final interview to complete.]

You are still very much in consideration. We now expect to make a decision by [New Date], and I'll email you on or before that day either way.

If anything changes on your side, such as another offer with a deadline, tell me. I would much rather know now and see what we can do than find out after the fact.

Thanks for your patience,

[Your Name]
[Title], [Company]

SHORT UPDATE

Subject: Quick update: [Job Title] decision

Hi [First Name],

A quick note so you're not left wondering: our decision on the [Job Title] role is running about [Number] days behind. I expect to have an answer for you by [New Date].

You're still in the running. I'll be in touch by then.

[Your Name]
[Company]

ROLE PAUSED OR UNDER REVIEW

Subject: The [Job Title] role is on hold: what that means for you

Hi [First Name],

I want to be straight with you. The [Job Title] role has been put on hold while [the team reviews its budget for next quarter / the department confirms headcount]. That's a business decision and has nothing to do with your interviews, which went well.

I don't have a firm restart date. I'll update you by [Check-in Date] with whatever I know, even if the answer is still 'no news'.

I understand if you keep interviewing elsewhere in the meantime, and I'd do the same in your place. If you accept another role, just let me know so I can close your file.

[Your Name]
[Title], [Company]

HIGH-VOLUME PIPELINE

Subject: Your application for [Job Title] at [Location]: next steps delayed

Hi [First Name],

Thanks for applying and interviewing for [Job Title] at our [Location] site. Our [Start Month] training class start has moved to [New Class Date], so final decisions are moving too.

What this means for you:

- You are still in the candidate pool for this class.
- We expect to send offers by [New Date].
- Your interview results stay valid, so you won't need to interview again.

Questions? Reply here or text [Phone Number].

[Recruiting Team]
[Company]

SUBJECT LINE IDEAS

- Update on the [Job Title] role: new timeline
- Quick update on your application
- Our decision is running a little late
- [Job Title]: where things stand
- Still in the running: timeline update
- Next steps for [Job Title] moved to [New Date]
- Checking in on your [Job Title] application

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Our decision on [Job Title] is taking longer than planned. You're still in consideration and we expect to update you by [New Date]. Reply here with any questions.

Placeholders to replace: [First Name], [Job Title], [Original Date], [New Date], [Number], [Check-in Date], [Location], [Start Month], [New Class Date], [Phone Number], [Your Name], [Title], [Company], [Recruiting Team]