Position filled email

Send it within a few days of the accepted offer to every open applicant on the requisition, before you close the job posting. For people already interviewed, send it the same day you close the role.

APPLICANT NOT YET REVIEWED

Subject: The [Job Title] position has been filled

Hi [First Name],

Thank you for applying for the [Job Title] role at [Company].

I wanted to let you know that we've now filled this position, so we're closing applications and won't be moving forward with the remaining candidates. We received your application after our shortlist was already set, so this isn't a judgment on your experience.

If you'd like to hear about similar openings, you can [join our talent community / browse current roles] at [Careers Page Link].

Thanks again for your interest.

[Your Name]
[Title], [Company]

CANDIDATE MID-PROCESS

Subject: Update on the [Job Title] role

Hi [First Name],

Thank you for the time you've put into the [Job Title] process so far, including our [phone screen / assessment] on [Date].

I wanted to tell you directly that we've filled the role with a candidate who was further along in the process, and we're stopping interviews for this position. I'm sorry for the short notice on your side, especially with your [next step] coming up on [Date].

You were a solid candidate, and I'd like to keep your details for [type of role]. If something similar opens, I'll reach out.

[Your Name]
[Title], [Company]

LATE APPLICANT

Subject: Thanks for applying: [Job Title]

Hi [First Name],

Thank you for applying for [Job Title]. Unfortunately the role was filled shortly before your application arrived, and the listing should have come down sooner. Sorry about that.

We do hire for [team or job family] fairly often. Our open roles are listed at [Careers Page Link], and you're welcome to apply again.

Best regards,

[Your Name]
[Company]

HIGH-VOLUME ROLES

Subject: [Job Title] at [Location]: current class is full

Hi [First Name],

Thanks for applying to be a [Job Title] at our [Location] site.

Our current hiring class starting [Start Date] is now full, so we've stopped scheduling interviews for it.

We open new classes about every [Number] weeks. Reply YES and we'll text you as soon as the next class opens for applications, and you won't need to start over.

Thank you,

[Recruiting Team Name]
[Company]

SUBJECT LINE IDEAS

- The [Job Title] position has been filled
- Update on the [Job Title] role
- [Job Title] at [Company]: role now closed
- Thanks for applying to [Company]
- Your application for [Job Title]
- Our current class is full: next steps
- The [Job Title] opening is no longer available

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] from [Company]. The [Job Title] role you applied for has now been filled, so we're closing applications. Thank you for your interest. Reply YES if you'd like a text when we open similar roles.

Placeholders to replace: [First Name], [Job Title], [Company], [Careers Page Link], [Date], [Location], [Start Date], [Number], [Your Name], [Title], [Recruiting Team Name]