Thank you email to candidate after interview

Send it the same day as the interview, ideally within a few hours. For final rounds, send it before the candidate has time to write their own thank you note.

STANDARD, FROM THE RECRUITER

Subject: Thanks for interviewing for [Job Title]

Hi [First Name],

Thank you for taking the time to interview for the [Job Title] role today with [Interviewer Names].

Here's what happens next: the team is [completing interviews this week / reviewing feedback], and I'll be in touch by [Date] with an update either way.

If you have any questions in the meantime, or anything changes on your side, just reply to this email.

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

FROM THE HIRING MANAGER

Subject: Thank you for today, [First Name]

Hi [First Name],

Thanks for coming in today. I enjoyed our conversation, especially [Specific Topic, e.g. hearing how you rebuilt the shift handover at your last site].

[Recruiter Name] will be your point of contact for next steps and will update you by [Date].

Thanks again,
[Hiring Manager Name]
[Title], [Company]

AFTER A FINAL INTERVIEW

Subject: Next steps after your final interview

Hi [First Name],

Thank you for spending [Time, e.g. the afternoon] with us today. I know a final round is a big time commitment, and the team appreciated how prepared you were.

We're finishing final interviews on [Date] and expect to make a decision by [Decision Date]. If we move forward, the next step would be [Next Step, e.g. reference checks, followed by an offer call].

Two quick things that would help:
- Let me know if you're expecting decisions from other employers before [Decision Date].
- Send over [Any Outstanding Item, e.g. two professional references] if you haven't already.

I'll be in touch by [Decision Date].

[Your Name]
[Title], [Company]

HIGH-VOLUME OR HIRING EVENT

Subject: Thanks for interviewing with [Company] today

Hi [First Name],

Thanks for interviewing for [Job Title] at [Location] today.

We'll let everyone know by [Date] whether they're moving forward. If you're selected, the next step is [Next Step, e.g. a background check and drug screen], and the training class starts on [Class Start Date].

Questions? Reply here or text [Phone Number].

[Company] Recruiting Team

SUBJECT LINE IDEAS

- Thanks for interviewing for [Job Title]
- Thank you for today, [First Name]
- Next steps after your interview with [Company]
- Following up on today's interview
- Next steps after your final interview
- Thanks for meeting with us, [First Name]

SMS / WHATSAPP VERSION

Hi [First Name], thanks for interviewing for [Job Title] at [Company] today. We'll be in touch by [Date] with next steps. Questions? Reply here. [Your Name]

Placeholders to replace: [First Name], [Job Title], [Company], [Interviewer Names], [Date], [Decision Date], [Specific Topic], [Recruiter Name], [Hiring Manager Name], [Next Step], [Location], [Class Start Date], [Phone Number], [Your Name], [Title]