### 13 time-saving email templates for recruiters

Email templates for recruiters are valuable tools, but they should come with a safety label: ‘Use with care.’ There’s always the risk of sounding like a robot if you use ‘one-size-fits-all’ templates. For any templates we recommend tailoring messages that mirror your company’s style and tone and are human.

The following templates are designed to support all stages of your recruitment cycle: from your first communication with potential candidates to onboarding. We recommend that you keep track of the successes and failures with recruitment email metrics so you can grow and improve your outreach over time.

Includes:

1. First Touch Sourcing Email
2. Recruiting Emails
3. Interview Emails
4. Rejection Emails
5. Hiring Emails
6. Onboarding Emails
7. New Hire Announcements

### First Touch Sourcing Email

Copy and paste the following recruiting email template into a blank email. Customise the copy within the given fields and anywhere else you see fit.

Cold Email Example

*My name is [X] and I’m helping the CTO here at [Company] to find someone to join our Back-end developer team. The latest debugging feature you published in Github particularly drew our attention. We are currently working on a similar project for our application and we think your experience would be a strong addition to our team.* *If you’re interested in learning more, I’d love to connect.*

*I look forward to hearing from you soon.*

*Best,*

Warm email example

*We are currently looking to hire a Marketing specialist and [Employee\_name] mentioned that you might be a good fit.  
From what I have seen in your*[*LinkedIn*](https://resources.workable.com/tutorial/how-to-post-jobs-linkedin)*profile, you have an impressive background in paid campaigns and you’ve done some interesting things organizing promotional events, which is our priority for this new role.  
Here, at [Company], we’re always looking for more great people like [Employee\_name], so we’d like to get to know you.* *If you’re interested in learning more, I’d love to connect.*

*I look forward to hearing from you soon.*

*Best,*

### Interview emails

When you’re inviting candidates to an [interview](https://resources.workable.com/tutorial/structured-interview-questions-guide), there are of course lots of specific details you have to include, namely the interview date and place, the name(s) of the interviewer(s) and how long the process will take. Different kinds of interview invitations require additional details, too:

*Thank you for applying to [Company].  
We would like to have a phone discussion about your application for the [Job\_title] role. I’d like to tell you more about [Company] and get to know you a bit better.*

On-site interviews

*Your application for the [Job\_title] position stood out to us and we would like to invite you for an interview at our HQ[s] to get to know you a bit better.  
You will meet with the Finance department manager, [Manager’ name]. The interview will last about [X] minutes and you’ll have the chance to discuss the [Job\_title] position and learn more about our company.  
Please note that reception will give you a swipe card to enter the building.*

*We look forward to meeting with you soon!*

*Best,*

Candidate Assessment Request email

*Thank you for taking the time to speak to us on the phone. We would love to invite you to complete an assignment for the next round of our interview process. Please find the assignment attached. Our objective with this exercise is to gauge your skills, give us an idea of how you approach tasks relevant to the job and provide us with some talking points. We would appreciate it if you could return your completed assignment to us [by X date/ in Y time frame].*

*Any difficulties or concerns, please let me know,*

*Warm regards,*

Follow up email keeping candidate engaged

*Thank you for taking the time [TODAY/YESTERDAY] to speak with our team about the [JOB TITLE] role.*

*[INTERVIEWER] was very impressed by your [EXPERIENCE/EXPERTISE]. We believe you will be a good fit for the role and a strong addition to our growing [DEPARTMENT TEAM] at [COMPANY NAME].*

*We will be completing interviews this week, and you can expect to hear from someone within [TIME FRAME].*

*Thank you again for your time. It was a pleasure to get to know you better!*

Follow up after successful interview

*Hi …, Thanks for interviewing with us, our hiring team was very excited to meet you. You impressed us with your skill, background and experience to date and we believe you’ll fit well in our team. As one of our shortlisted candidates, the last step of our hiring process is a short [meeting/ call] with our [CFO/ COO]. Can you make it at [time and date]? Please let me know until tomorrow so we can schedule the [meeting/call].*

*Looking forward to hearing from you.*

### Rejection Emails

Nobody likes to send [bad news](https://resources.workable.com/tutorial/post-interview-rejection-letter/), but there are many reasons to always send a [rejection email](https://resources.workable.com/candidate-rejection-email-template). It’s best not to leave your candidates guessing. So, we recommend you include 4 key things:

1. Say thank you for their time
2. Humanise it
3. Where possible provide feedback
4. Invite them to apply again

Rejection email: When not selected for an interview

*Thank you for your application for the  [*Job\_title*] at [Company Name]. We really appreciate your interest in joining our company and we want to thank you for the time and energy you invested in your application for the [Job\_title] position.*

*We received a large number of applications, and after carefully reviewing all of them, unfortunately, we have to inform you that this time we won’t be able to invite you to the next round of our hiring process.*

*Due to the high number of applications we are, unfortunately, not able to provide individual feedback to your application at this early stage of the process.*

*However, we really appreciated your application and you are welcome to apply again at [Company name] in the future.*

*We wish you all the best in your job search.*

Rejection email template: After the team interview

*It was a great pleasure to meet you and thank you so much for your interest in [*Company\_name*] and the nice chat we had earlier. Unfortunately, I’m a bringer of bad news.*

*After careful review, your experience and interests didn’t quite line up with what we were looking for. We have decided to move forward with other candidates at this time. We know you’ve got a lot of options when seeking a community where your skills and talents will shine, so we really appreciate that you considered us.*

*While this is a ‘no’ for now, it may not be forever. We think you could be a good fit for other future openings and will reach out again if we find a good match, and hopefully our paths will cross again.*

*Thanks once again for your time and interest.*

Rejection email template: After the final interview

*\*At this stage we recommend a call, but if this is not possible template below.*

*Hi [Candidate\_name],*

*It was a great pleasure to meet you and we really appreciate your interest in a career with [Company\_name].*

*Your skills and accomplishments impressed us. However after careful consideration, we wanted to let you know that we have chosen to move forward with another candidate for the [Job\_title] position because they have more exposure to (.......) that more closely matched our hiring needs.*

*Our team was impressed by your skills and experience. Especially (.....). While it's a ‘no’ for now, we think you could be a good fit for other future openings and will reach out again if we find a good match.*

*Thank you for your time in interviewing with us and we wish you all the best in your job search and future professional endeavors.*

### Hiring email

Job offer

*We have been impressed with your background and would like to formally offer you the position of [Job\_title]. This is a [full/part] time position [mention working days and hours] with an annual salary of [X]. You will be reporting to the head of the [Department\_name] department. Your expected starting date is [date.]*

*Attached is your full offer letter. Please sign it to indicate your agreement and acceptance of this offer, and email it back to me by [DATE].*

*We look forward to welcoming you to the [COMPANY NAME] team. If you have any questions regarding the attached offer, please contact me directly at [PHONE NUMBER].*

### Onboarding

Your next step is to welcome your new employee, once they’ve accepted your job offer. Prepare your new hire: Tell them what to expect on their first days, who they’ll meet and provide some practical details (like starting date and working hours.)

*We are all really excited to welcome you to our team! As discussed, your start date is [date.] Our working hours are from 9-5 typically but on your first day we will expect you to be at our office by [time] and our*[*dress code*](https://resources.workable.com/blog/company-dress-code)*is [casual/ business casual.]  
We’ve organised your first days to help you settle in properly. You can find more details in the attached agenda.*

New hire announcement

*I am very pleased to announce that [Employee’s name] will be joining us as an Software Developer on [Start date.] [Employee’s name] will work with our mobile team to help us elevate our applications. No doubt you give [him/her] a warm welcome and introduce yourselves!*

*A little bit more about [FIRST NAME]: [INCLUDE 3-5 PERSONAL DETAILS/FUN FACTS ABOUT THE NEW HIRE]. We’re very excited to have [HIM/HER/THEM] join us. [FIRST NAME’S] first day is [START DATE].*