

# Candidate Email Template Pack

## 1. Application Confirmation Email

Subject: Application Received - [Job Title]

Hi [Candidate Name],

Thank you for applying for the [Job Title] role at [Company Name]. Our team is reviewing applications and you can expect to hear from us within the next 48 hours regarding the next steps.

We appreciate your interest and look forward to learning more about you!

Best regards,

The [Company Name] Hiring Team

## 2. Interview Invitation Email

Subject: Interview Invitation - [Job Title] at [Company Name]

Hi [Candidate Name],

We're excited to move forward with your application! We'd like to schedule a [Zoom/On-site] interview with [Interviewer Name] on:

Date: [MM/DD/YYYY]

Time: [Start Time]

Location/Link: [Meeting Link or Address]

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The interview will last approximately [X] minutes.

Please confirm your availability by replying to this email.

Thank you,

[Your Name]

Talent Acquisition, [Company Name]