

Email Subject: Post-Interview Follow-Up for [POSITION TITLE] at [COMPANY NAME]

Hi [FIRST NAME],

Thank you for taking the time to meet with [ME, OR NAME OF INTERVIEWER] for [POSITION TITLE] with [COMPANY NAME]. We were very impressed with your skills and qualifications, especially [DETAIL ONE OR TWO SKILLS THAT STUCK OUT].

We will be completing initial interviews [INSERT TIMEFRAME]. If you are selected to move forward in the interview process we will contact you by email to let you know the next steps.

In the meantime, if you have any questions, please feel free to reach out to me directly.

Thank you,

[YOUR NAME]

[TITLE]

[COMPANY NAME]

[EMAIL ADDRESS]

[COMPANY WEBSITE]