

Email Follow Up Templates



This document contains simple follow up email templates based on who you are contacting.

Feel free to slightly modify the messaging based on your specific situation.

The timelines for following up assume that you have not already been notified when they will follow up with you on next steps or that the deadline has passed.

One thing to keep in mind is that you don't know what's happening with that person behind the scenes. You not hearing anything back about next steps is not always related to them ignoring you on purpose. They could be on vacation right now. They could have died or been laid off. Or your email could be going to spam, and they really didn't see it.

I usually recommend following up 3-4 times. After that you can normally assume that you are not moving forward for the role.

HR or the Recruiter Personnel Follow Up Email Template

Pre-Interview

If you are trying to schedule your interview with them, normally wait 24 hours and then follow up via email.

Hi (Their Name),

I just wanted to reach out to see when you were available to meet about the (Job Title) role?

Thank you,

(Your Name)

Post-Interview

I recommend that you follow up in 5 business days to ask about any next steps.

Hi (Their Name),

I just wanted to reach out to see when I should expect to hear about next steps for the (Job Title) role?

Thank you,

(Your Name)

You Want Avoid sending emails that sound desperate.

For example - "Did you see my last email, I'm sure my first 36 emails must have just gotten buried in your inbox, so I wanted to send another, etc.

You get the idea.

Keep them short and to the point.

Following Up with Hiring Managers

I recommend that you follow up in 5 business days to ask about any next steps.

Hi (Their Name),

I appreciated speaking with you on (Day) about joining the team in the (Job Title) role. I'm looking forward to working with the team and I wanted to follow up to see when I should expect to hear about next steps.

Thank you,

(Your Name)