

Email Subject: (COMPANY NAME) Post-Interview Follow-Up

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 A SKILL THAT STUCK OUT).

We will be completing interviews (TIMEFRAME) and will let you know the next steps by (DATE). If you have any questions, please feel free to reach out to me directly.

Thank you.

(YOUR NAME AND TITLE)