

Follow-Up after Interview

[Subject Line:] Follow-up to the [job title] position interview

Good morning, _____,

In my interview with you for the [job title] position, we discussed that you intended to hire someone by [X date]. At that time, you said I should contact you if I hadn't heard anything by that date, so I am reaching out to determine if a decision has been made with regard to the position.

I am happy to provide any additional information to help you with your decision.

OR

[Subject Line:] Follow-up to the [job title] position interview

Good morning, _____,

I recently interviewed for the [job title] position, and I am following up because I believe that I would be a great asset to [company name], yet I have not received a decision regarding my candidacy.

We discussed your intention to fill the position quickly, but I remain confident that I am still under consideration.

Any update you can provide would be most appreciated.