1. **Email Templates for the interview 1**

**Subject line: Interview with [Client\_company\_name] on [Date]?**

Dear [Candidate\_first\_name],

I hope you’re doing well.

I have received your application for the position of [Job\_title] at [Client\_company\_name] and after careful evaluation with my team, we have decided to go forward with an in-person interview to get to know you better.

Please be available at (time and date) at the following address:

Address: ()

Looking forward to hearing from you soon.

1. **Email Templates for the workshop**

Hi (Recipient's name),

I hope you’re doing well.

I wanted to let you know that we loved having you in the first interview round for the role of [Job title] at [Client\_company\_name].

He was greatly impressed with your skills and expertise in [Area\_of\_expertise]. Therefore, we would want to move ahead with your application and invite you for a workshop.

Please be available at (time and date) at the following address:

Address: ()

Looking forward to hearing from you soon.

1. **Email Templates for the candidates of waiting List**

Hi (Name),

Thanks for your interest to join at Staff India

After assessing your workshop and interview performance, we decided you to keep you in our first waiting list.

As we have no suitable work for you at present according to your current skill set, so we can’t offer you any job now. But hopefully, we’ll reach you in the future after getting a work matching your skill. And we strongly advise you to improve your skills in the English & IT sector as much as possible.

Keep patience and stay connected

1. **Email Template for Rejected employees**

Subject Line: Update on your status for the {{ JOB\_POST\_TITLE }} job

Body:

Hi <Name of the Candidate>,

Thank you for your application for the [job position title] at ABC company. We highly appreciate your interest in joining our company and we want to thank you for the time and efforts you invested during the entire interview process.

Unfortunately, we won’t be able to take this forward. Though it was great to interview you, we are looking for a candidate with more expertise in this role.

We wish you the best and hope you’ll find the right job soon!

Thank you