

Talent Selection Email Templates

EWOR Examples

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Hiring the right people is one of the biggest challenges for any startup. To help you streamline your recruitment process, we've created a collection of customizable email templates for every stage of hiring — from first outreach to final offer. Use them to save time, stay professional, and create a great candidate experience.

 Everything marked in this color  shows that there is a link or further info missing.

1. Application Received

Subject: Thanks for applying to [Your Company]

Hi [First Name],
Thanks a lot for your application for the [Role] role at [Your Company] - great to have you in the mix!

We'll take a close look at your profile in the coming days. If we feel there could be a fit, we'll reach out for a short (roughly 15 min) intro call to get to know each other a bit better and answer any questions you might have.

Quick heads-up: We're looking for people who are not just great at what they do, but who also think big and want to build something extraordinary. If that sounds like you, we're excited to learn more!

Talk soon,
[Name]

INSIGHTS

Set expectations for next steps.

Set the tone for your culture. Inspire applicants who want to grow with your mission.

2. Invite to Vibe Check

Subject: Let's connect - [Your Company] x You

Hi [First Name],
Thanks again for your interest in [Your Company] - we're excited to get to know you!

Let's hop on a quick 15-minute call to see if there's a mutual vibe. Just pick a time that works for you via this [Link] to schedule a call with [Name].

Just a heads up - we have quite a few candidates to see before making a decision, so it might take a little while before we get back to you.
Looking forward!

[Name]

Outline the purpose of the initial call. Transparency builds trust and shows respect for the candidate's time. Sharing a scheduling link reduces back-and-forth.

3. Invite Interview I

Subject: Interview 1 @ [Your Company] - Exploring Further

Hi [First Name],
Thanks again for the great conversation! We'd love to continue the process and invite you to a first deep dive with [Name] - our [Position] and the person you'd work most closely with.

This conversation is all about your background, how you approach [Role], and how you might contribute to projects with us. Book a suitable slot here [Link].

Looking forward to diving in!
[Name]

Provide structure for the interview. Candidates appreciate knowing what the discussion will cover.

4. Invite Interview II

Subject: Interview II @ [Your Company] - Deep Dive

Hi [First Name],
Really enjoyed our conversations so far - we're impressed by your mindset and energy.

As a next step, we'd love for you to meet [Name of Interviewer], our [Role]. You'll talk more about the role, your ideas, and how you could contribute to [Your Company's] mission of [Your Mission] as our [Role].

Pick a suitable time slot via this [Link].

Looking forward to continuing the conversation!
[Name]

Positive feedback keeps candidates motivated and excited about the process.

5. Instructions for Case Study

Subject: Case Study for [Role] @ [Your Company]

Hi [Name],
We've been incredibly impressed with your journey so far, and now we're excited to see your thinking in action through our case study.

This case study is designed to be a practical, hands-on simulation of the core challenges and opportunities you'll own in this role. Our goal isn't to test you with trick questions, but to see your raw talent and give you a realistic preview of this pivotal role.

You will find all the necessary context and tasks attached. Please complete and send us the case study by [deadline].

We are truly looking forward to seeing your work.

Best,
[Your Name]

Set a deadline to speed the process along.

6. Invite to In–Person Interview

Subject: [Your Company] [Role] – Let’s meet in person!

Hi [First Name],

Thanks so much for all the energy and effort so far – it’s been a real pleasure getting to know you.

We’d love to invite you to an in-person conversation at [Location] to explore how we could build amazing things together.

[Name] (cc) will coordinate a time that works for everyone.
Can’t wait for the final step!

Best,
[Name]

In-person interviews reveal more about a candidate’s energy, personality, and how they connect.

7. Rejection after No Case Study Submission

Subject: [Your Company] [Role] – Case Study Deadline

Hi [First Name],

Thanks so much for your time and interest in the [Role] role at [Your Company].

Since we haven’t received your case study submission by the deadline, we’ve closed your application at this stage.

We’re building a team of top people, and that means being highly selective. This decision reflects how specific we are in what we’re looking for – it’s by no means a reflection of your talent or potential.

Due to the high volume of applications, we’re unfortunately not able to provide individual feedback.

Wishing you all the best for your next steps – and who knows, maybe our paths will cross again in the future.

All the best,
[Name]

Explain selectivity clearly. Candidates understand that not being chosen reflects fit, not ability.

Letting candidates know why they won’t receive individual feedback manages expectations and reduces frustration.

8. Rejection General

Subject: Thanks for your application to [Your Company]

Hi [First Name],

Thanks so much for your time and interest in the [Role] role at [Your Company].

After careful consideration, we’ve decided not to move forward in the process. That decision wasn’t easy and reflects how specific we are in what we’re looking for – it’s by no means a reflection of your talent or future potential.

We’re building a team of top people, and that means being super selective. If it wasn’t the right match this time, we still wish you all the best and hope our paths cross again.

Due to the high volume of applications, we’re unfortunately not able to provide individual feedback.

All the best,
[Name]

Letting candidates know you’d consider them again keeps relationships positive.

9. Rejection after not booking

Subject: Thanks for your application to [Your Company]

Hi [First Name],

Thanks so much for your interest in the [Role] role at [Your Company].

Since we didn’t end up connecting for an intro call, we’ll be closing your application for now. We completely understand that timing and priorities don’t always align, and we really appreciate the effort you put into applying.

Wishing you all the best in your next steps.

All the best,
[Name]

Explaining why the application is closed avoids confusion.

10. Offer

Subject: You’ve got an offer from [Your Company]

Hi [First Name],

We’re thrilled to offer you the [Role] role at [Your Company].

Your experience, mindset, and energy really stood out – we’d love to welcome you to the team and start creating powerful stories together.

[Name] (cc) will be in touch shortly with all the contract details. Let us know if you have any questions – and hopefully: welcome aboard!

Cheers,
[Name]

Introduce the next point of contact. It makes the process clear and smooth for the candidate.