



Date: [Select Date]

Dear [Name],

Thank you for taking the time to interview me last ____ [day], I enjoyed learning about ____ [topic] and I wanted to follow up to see if any decision has been made regarding the [____] position. Any updates you can share on your end would be great. Thanks!"

Sincerely,

[Full Name - Signature]

[Contact Details]

[Company Details]

(Template idea: careersidekick.com)