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Recommended subject line

Your application for the position {APPLICATION_PAPER:APPLY_TO}

Acceptance before works council hearing

We are pleased to inform you that we have decided in your favour. However, the approval of the works council is still pending. As soon as we have received this, we will send you the employment contract.

Appointment cancellation for internal reasons

For internal reasons, we have to cancel the agreed appointment on {OLD_APPOINTMENT:DATE} at {OLD_APPOINTMENT:TIME}. We will contact you in the next few days regarding a new appointment.

We apologise and thank you for your understanding.

Ask for salary expectations

Thank you again for your application. We require additional information from you so that we can process your documents further.

Please let us know what salary you are looking for based on your professional qualifications and knowledge.

Thank you in advance!

Calendar Integration Plus - booking link for applicants

We would like to invite you to a personal interview in our office.

We have scheduled {APPOINTMENT:DURATION} hour(s) for our interview, during which we would like to learn more about your professional background and your motivation for the application. The interview will be attended by {APPOINTMENT:PARTICIPANTS}.

Finding an appointment is often not easy, so please book an appointment that suits you via the following link: {APPOINTMENT_BOOKING:LINK}

Should you not be able to find a suitable date, please reply directly to this email. Please send us possible appointment suggestions.

We look forward to an interesting conversation with you and will be happy to answer any questions you may have!

Callback request: Appointment

Thank you once again for your application and your interest in joining our team. We really liked your application, so we would like to invite you for an interview.

Unfortunately, I was unable to reach you by phone today to arrange an appointment. I would be happy to try again tomorrow. Otherwise you can reach me daily from 09:00 to 15:00.

Confirmation/contract attached

We are pleased to inform you that we have finalised your employment contract today. You will find it attached to this email.

Please return the signed employment contract to us by post within 14 days.

We are always available to answer any questions you may have.

Confirmation/contract sent by post

We are pleased to inform you that we have sent you your employment contract by post today. Please note that delivery may take a few days. If you have not received the contract within seven working days, please contact us immediately.

Please return the signed employment contract to us by post within 14 days.

We are always available to answer any questions you may have.

Confirmation email

Thank you for your application and your interest in working for our company.

The detailed review of your documents will take some time. We kindly ask for your patience, we will get in touch with you as soon as possible.

Confirmation email for unsolicited application

Thank you for your unsolicited application and your interest in working for our company.

The detailed review of your documents will take some time. We kindly ask for your patience, we will get in touch with you as soon as possible.

Confirmation of 1st interview on site

We would like to invite you to a personal interview on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME} in our office: {APPOINTMENT:ADDRESS_2}, {APPOINTMENT:ZIPCODE} {APPOINTMENT:CITY}.

We have scheduled {APPOINTMENT:DURATION} hour(s) for our interview, during which we would like to learn more about your professional background and your motivation for the application. The interview will be attended by {APPOINTMENT:PARTICIPANTS}.

We look forward to an interesting conversation with you and will be happy to answer any questions you may have!

Confirmation of 1st online interview (MS Teams)

We would like to invite you to an online interview on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME}.

The call will take place via Microsoft Teams. You can dial in via the following link: {APPOINTMENT:ONLINE_MEETING_URL}

We have scheduled {APPOINTMENT:DURATION} hour(s) for our interview, during which we would like to learn more about your professional background and your motivation for the application. The interview will be attended by {APPOINTMENT:PARTICIPANTS}.

We look forward to an interesting conversation with you and will be happy to answer any questions you may have!

Confirmation of follow-up interview on site

Thank you again for an exciting first interview!

We would like to learn more about you and continue our conversation. Therefore, we would like to invite you again on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME} for approximately {APPOINTMENT:DURATION} hour(s).

Our address:
{APPOINTMENT:ADDRESS}

Your interview partners are:
{APPOINTMENT:PARTICIPANTS_LIST}

We look forward to another interesting conversation with you and will be happy to answer any questions you may have!

Confirmation of follow-up interview online (MS Teams)

Thank you again for an exciting first interview!

We would like to learn more about you and continue our conversation. Therefore, we would like to invite you again on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME} for approximately {APPOINTMENT:DURATION} hour(s).

The call will take place via Microsoft Teams: {APPOINTMENT:ONLINE_MEETING_URL}

Your interview partners are:
{APPOINTMENT:PARTICIPANTS_LIST}

We look forward to another interesting conversation with you and will be happy to answer any questions you may have!

Confirmation telephone interview

We invite you to a telephone interview on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME} for approximately {APPOINTMENT:DURATION} hour(s).

We will call you on {APPLICANT:TELEPHONE}. If this number is not correct, please provide us with a current telephone number.

We look forward to an interesting conversation with you and will be happy to answer any questions you may have!

Confirmation trial day on site

Thank you for an exciting first interview!

We would like to find out more about you and also offer you the opportunity to get to know the team and your potential future colleagues a little better and to gain a more detailed impression of the working environment and your possible future tasks.

We therefore invite you to join us for a trial day on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME}.

Our address:
{APPOINTMENT:ADDRESS}

We look forward to spending the day with you and wish you lots of fun and success!

Confirmation trial day online (MS Teams)

Thank you for an exciting first interview!

We would like to find out more about you and also give you the opportunity to get to know the team and your potential future colleagues a little better and gain a more detailed impression of the working environment and your possible future tasks.

We therefore invite you to join us for a trial day on {APPOINTMENT:WEEKDAY}, {APPOINTMENT:DATE} at {APPOINTMENT:TIME}.

The trial day will take place via Microsoft Teams: {APPOINTMENT:ONLINE_MEETING_URL}

We look forward to spending the day with you and wish you lots of fun and success today!

Interim notification (e.g. for 'held' status or automated status change)

Thank you again for your application and your interest in becoming part of our team!

Surely you are curious to find out what the current status of your application is. Unfortunately, we cannot give you a definitive answer to this question just yet. We still need some time and kindly ask for your patience. We will of course get back to you as soon as possible.

Thank you for your understanding!

Pool: Send job advertisement to pool candidate

Some time ago, we added your application to our talent pool so that we can contact you as soon as we have a job opening for your qualifications.

Last time, a competitor was still one step ahead of you. Nevertheless, we still have very fond memories of you, so we would like to recommend you the position of 'XXXX'. Would you be interested in this position?

We would be delighted to hear from you as soon as possible. If you have happily found a new job in the meantime, we wish you continued success and will delete your application from our pool at your request.

Rejection

Thank you for your informative application and your interest in becoming part of our team. Based on the application documents, other applicants were able to convince us even more today of the accuracy of their qualifications in relation to our requirements profile.

We wish you all the best in your search for a new professional challenge. Perhaps our paths will align in the future.

Rejection after interview on site

Thank you very much for visiting us. We were delighted to have had the opportunity to meet you in person. We would like to thank you once again for the informative and open dialogue.

Unfortunately, we have to inform you today that other candidates were able to convince us even more, so we have to reject your application.

However, we would like to thank you for your interest in our company and the effort you have put into your application. At the same time, we wish you every success on your career path.

Rejection after interview on site incl. employer feedback

Thank you for visiting us. We were delighted to have had the opportunity to meet you in person. We would like to thank you once again for the informative and open dialogue.

Unfortunately, we have to inform you today that other candidates were able to convince us even more, so we have to reject your application.

However, we would like to thank you for your interest in our company and the effort you have put into your application. At the same time, we wish you every success in your career.

Even if we do not have any good news for you today, we would be grateful for your employer review on [kununu](#) How did you like the application process with us? We look forward to your feedback! You can leave your feedback directly via the following link: {QUESTIONNAIRE:URL}

Rejection of apprenticeship

Unfortunately, we have to inform you that this time it did not work out.

We received a large number of applications for the advertised apprenticeship position. The decision was therefore not easy and took some time. Unfortunately, we were unable to include your application on the final shortlist.

We would like to thank you for your interest in our company and the effort you put into your application. At the same time, we wish you the best of luck in finding a suitable apprenticeship and company.

Rejection of internship request

Unfortunately, we have to inform you that this time it did not work out.

We are happy to give interns the opportunity to gain professional experience in our company. At the moment, however, we do not have an internship vacancy that matches your expectations, so we cannot consider your application at the moment.

We would like to thank you for your interest in our company and the effort you have put into your application. At the same time, we wish you every success in your search for an exciting internship.

Rejection of unsolicited application

Thank you for your informative application and your interest in becoming part of our team.

Unfortunately, we do not currently have a vacancy that matches your profile and expectations. We wish you every success in your search for a new professional challenge. Maybe our paths will lead us together one day.

Rejection of unsolicited application with pool request

Thank you for your informative application and your interest in becoming part of our team.

Unfortunately, we do not currently have a vacancy that matches your profile and expectations. However, as we are convinced of your qualifications, we would like to add your application to our talent pool and contact you if there is a suitable position. You can give your consent via the following link: {QUESTIONNAIRE:URL}

If you do not wish to consent to being included in the pool, please ignore this request.

We wish you every success in your search for a new professional challenge. Maybe our paths will lead us together one day.

Rejection with pool request

Thank you for sending us your application. We received it with great interest and discussed it within the team.

Unfortunately, we have to inform you today that there are other candidates who are even more suitable for us. However, as your profile has convinced us, we would like to add your application to our active talent pool. This means that we will contact you if we have a suitable vacancy. Please confirm via the following link if we may save your application for this purpose: {QUESTIONNAIRE:URL}.

The deletion periods and how we process your data in the talent pool can be found in the data protection notice, which you can access via the above link.

If you do not wish to consent to inclusion in the pool, please ignore this request.

Request additional documents

Thank you for your application.

In order to further review your application, we need the following documents from you:

-
-

Please send us these documents within 5 days in response to this message.

Reschedule appointment - at the applicant's request

As requested by you, we have rescheduled the agreed appointment on {OLD_APPOINTMENT:DATE} at {OLD_APPOINTMENT:TIME} to {APPOINTMENT:DATE} at {APPOINTMENT:TIME}.

We look forward to an interesting conversation with you.

Reschedule appointment - for internal reasons

For internal reasons, we have to reschedule the agreed appointment on {OLD_APPOINTMENT:DATE} at {OLD_APPOINTMENT:TIME} to {APPOINTMENT:DATE} at {APPOINTMENT:TIME}.

If you cannot attend the new date, please contact us immediately.

We look forward to an interesting conversation with you.

Self rejection: Question about employer rating

Thank you again for your application and your interest in our company. We appreciate letting us know that you have decided in favour of another option in the meantime.

We wish you every success on your career path.

Even if this is not good news for us today, we would be very pleased to receive an employer review from you on [kununu](#) How did you like the application process with us? We look forward to your feedback! You can leave your feedback directly via the following link: {QUESTIONNAIRE:URL}

Subsequent data protection enquiry

Thank you for your application and your interest in working for our company.

In order to be able to review your documents, we need your consent to our data protection regulations.

You can find our data protection text and the option to give your consent at the following link: {QUESTIONNAIRE:URL}

If you have any questions, please do not hesitate to contact us at any time.