

Sample Inquiry Letter with Response Format for Job Application Status

This document provides a **sample inquiry letter with response format for job application status**, designed to help job seekers professionally request updates on their application progress. The format includes a clear, polite inquiry template and an example response, ensuring effective communication between applicants and employers. By using this structured approach, candidates can demonstrate professionalism and eagerness, while employers can maintain transparency and timely updates in the recruitment process.

Sample Inquiry Letter (Job Seeker to Employer)

Subject: Follow-up on Job Application for [Job Title] â€“ [Your Name]

Dear [Hiring Manager's Name],

I hope this message finds you well. I recently applied for the position of **[Job Title]** at **[Company Name]** on **[Date of Application]**. I am writing to kindly inquire about the status of my application and to reiterate my interest in joining your esteemed team.

I am enthusiastic about the opportunity to contribute to **[Company Name]** with my skills and experience. If there are any updates regarding my application status or next steps in the process, I would greatly appreciate your feedback.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]
[Your Email Address]
[Your Phone Number]

Sample Response (Employer to Job Seeker)

Subject: Re: Follow-up on Job Application for [Job Title] â€“ [Your Name]

Dear [Applicant's Name],

Thank you for reaching out and for your continued interest in the **[Job Title]** position at **[Company Name]**. We appreciate the time and effort you devoted to your application.

Currently, our team is still reviewing applications, and we expect to have an update within the next [timeframe, e.g., two weeks]. We will contact you as soon as there is any progress regarding your application status.

Please feel free to reach out if you have any further questions in the meantime.

Best regards,
[Hiring Manager's Name]
[Job Title/Department]
[Company Name]
[Contact Email/Phone]