

# Follow-Up Email Template

Send this 5–7 business days after submitting your application if you have not received a response.

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## EMAIL SUBJECT LINE

Following Up — Application for [Job Title] — [Your Full Name]

## EMAIL BODY

Dear [Mr./Ms./Mx. Surname / Hiring Manager],

I hope this message finds you well. I am reaching out to follow up on my application for the **[Job Title]** position, which I submitted on **[Date]**.

I remain very interested in this opportunity and in contributing to the team at [Company Name]. I wanted to confirm that you received my application and to reiterate my enthusiasm for the role.

Please do not hesitate to contact me if you require any additional information or documentation. I look forward to the possibility of discussing my application with you.

Thank you for your time.

Yours sincerely,

[Your Full Name]

[Phone Number]

[Email Address]

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*IgniteShift Tip: Only follow up once. If you still don't hear back after your follow-up, move on and keep applying.*