## **TGC Scripts Version 2021**



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## Template: First-Touch Sourcing Email

Hi **[FIRST NAME]**,

I came across your profile on **[WHERE/HOW YOU FOUND THEM]** and wanted to reach out regarding a unique opportunity.

I work for **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**, and we’re looking to hire a **[JOB TITLE]**. I think your experience in **[FIELD/SKILL]** is a great fit for this role.

If you’re interested in learning more, I’d love to connect. Would you be available for a quick phone call on **[DATE/TIME]**?

I look forward to hearing from you soon.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Template: Second-Touch Sourcing Email

**Subject Line:** New Job Opportunity at **[YOUR COMPANY]** – **[JOB TITLE]**

Hi **[FIRST NAME]**,

I hope this email finds you well. I know you applied to our **[PREVIOUS ROLE]** back in **[MONTH or YEAR]**, and while we went in a different direction then, we kept you top of mind.

A **[JOB TITLE]** position just opened up at **[YOUR COMPANY]** and given your **[DETAIL ABOUT THE CANDIDATE]**, I think you’d be a great fit.

I’d love to reconnect, discuss the role and hear about what you’ve been up to since we last spoke. Would you be available for a quick phone call on **[DATE/TIME]**?

I look forward to hearing from you soon.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Template: Referral Email

**Subject Line: [OPEN ROLE]** Opportunity — Referred to You by **[CONTACT’S NAME]**

Hi **[FIRST NAME]**,

**[CONTACT’S NAME]** gave me your email address — we **[HOW YOU KNOW CONTACT]**. They speak very highly of you and your **[EXPERIENCE/EXPERTISE]**.

I work for **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**,and we’re in the market for a **[JOB TITLE]**. **[CONTACT’S NAME]** recommended you for the job and I think you’d be a great fit.

I’d love to learn more about you and tell you about the role. Are you free for a quick phone call **[DATE/TIME]**?

Looking forward to connecting.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Application Follow-Up Email Template

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** – We Received Your Application

Hi **[FIRST NAME]**,

Thank you for your interest in **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**. We have received your application for the open **[JOB TITLE]** position and will review your materials thoroughly.

Someone from our team will be in touch to update you on the status of your application within **[TIME FRAME]**.

In the meantime, please visit **[LINK TO RELEVANT WEB PAGE]** to learn more about our company.

Best,

**TGC - Tom Gandhi Consulting ( www.tgcworld.com )** Recruiting Team

**[COMPANY LOGO]**

## Interview Template

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** Interview Availability

Hi **[FIRST NAME]**,

Thank you for applying to the **[JOB TITLE]** position at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**.

After reviewing your application, we are excited to move forward with the interview process.

We would like to schedule a **[INTERVIEW FORMAT]** with **[INTERVIEWER]**, **[INTERVIEWER JOB TITLE]** at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**. The interview will last approximately **[LENGTH OF INTERVIEW]**.

Are you available on **[DAY, DATE]** at **[TIME, TIME ZONE]**?

Please reply directly to this email and let me know if you are available at that time.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Template: Interview Confirmation Email

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com ): [INTERVIEW FORMAT]** Interview Confirmation

Hi **[FIRST NAME]**,

We have confirmed your **[INTERVIEW FORMAT]** interview with **[INTERVIEWER]** on **[DAY, DATE]** at **[START TIME - END TIME, TIME ZONE]**.

To give you a sense of what to expect, here is a brief agenda for the interview:

**[INTERVIEW AGENDA]**

During the interview you should plan to discuss your experience in **[TALKING POINTS]**.

We’re looking forward to meeting you soon! You can find these interview details within the calendar event invitation. If you have any questions in the meantime, don’t hesitate to reach out.

FOR PHONE/VIDEO INTERVIEWS

Here is the **[PHONE NUMBER / MEETING LINK]**. To enter the meeting room, use this code: **[ACCESS CODE]**.

FOR IN-PERSON INTERVIEWS

Our office address is **[ADDRESS]**. When you arrive, check in at the front desk. The security guard will give you a temporary elevator pass. Our office dress code is **[DRESS CODE]**, but please wear whatever you’re most comfortable in.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Template: Interview Reminder Email

**Subject Line:** Reminder: **TGC - Tom Gandhi Consulting ( www.tgcworld.com ) [INTERVIEW FORMAT]** Interview **[DATE,TIME]**

Hi **[FIRST NAME]**,

This is to remind you of your upcoming interview for the **[JOB TITLE]** role at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**.

**When:** Your interview will take place on **[DAY, DATE]** at **[START TIME - END TIME]**

**Where:** **[PHONE NUMBER / MEETING LINK / ADDRESS ]**

**Who:** You will be speaking with **[INTERVIEWER, JOB TITLE]**

**Agenda:**

**[INCLUDE AGENDA]**

**Be prepared to discuss:**

**[TALKING POINTS]**

## FOR IN-PERSON INTERVIEWS

**When you arrive:**

Check in at the front desk. The security guard will give you a temporary elevator pass.

**Office dress code:**

Our office is **[DRESS CODE]**, but please wear what you are most comfortable in.

We look forward to seeing you!

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Template: Interview Follow-Up Email

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** Interview Follow-Up

Hi **[FIRST NAME]**,

Thank you for taking the time **[TODAY/YESTERDAY]** to speak with our team about the **[JOB TITLE]** role.

**[INTERVIEWER]** was very impressed by your **[EXPERIENCE/EXPERTISE]**. We believe you will be a good fit for the role and a strong addition to our growing **[DEPARTMENT TEAM]** at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**.

We will be completing interviews this week, and you can expect to hear from someone within **[TIME FRAME]**.

Thank you again for your time. It was a pleasure to get to know you better!

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Rejection Email Template

**Subject Line:** Your Application for **[JOB TITLE]** at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**

Hi **[FIRST NAME]**,

Thank you for applying to our **[JOB TITLE]** role and for speaking to our team about your experience. We appreciate your interest in **[YOUR COMPANY]**.

We were fortunate to have a strong group of applicants, and we regret to inform you that we have decided to pursue a more experienced candidate for this role. **[CONSTRUCTIVE FEEDBACK].**

We will keep your resume on file and reach out if we think you’d be a good fit for other roles as they become available.

We hope you will continue to stay connected with us on **[LINK TO SOCIAL PROFILES]** and keep an eye on our career page **[LINK TO CAREER PAGE]** for future opportunities that may be a better fit.

We truly appreciate your time and consideration of **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**.

All the Best,

The **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** Team

**[COMPANY LOGO]**

## Request for Work Samples Email Template

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**: Work Samples for **[JOB TITLE]** Application

Hi **[FIRST NAME]**,

Thank you again for your application to the **[JOB TITLE]** role. We’re reviewing your application materials and would like to see samples of your work to better evaluate your **[RELEVANT SKILL(S)]** abilities**.**

Please reply to this email with **[QUANTITY]** examples of your **[WORK]** by **[DEADLINE]**. All files should be submitted as **[FILE FORMAT(S)]**.

If you have any questions, please let me know.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Candidate Assessment Request Email Template

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**: **[JOB TITLE]** Candidate Assessment to Complete

Hi **[FIRST NAME]**,

As part of your application to the **[JOB TITLE]** role at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**,we ask that you complete the following **[ASSESSMENT NAME]** evaluation.

Every candidate at this stage is required to complete the assessment to be considered for the position. Results are used to gauge **[SKILLS]** abilities.

You may access the evaluation by clicking this link and creating a unique profile: **[INCLUDE LINK]**

Please complete the assessment by no later than **[DAY, DATE]** at **[TIME, TIME ZONE]**.

If you have any questions or have trouble completing the assessment for any reason, please notify me immediately.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Job Offer Email Template

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**: Enclosed Is Your **[JOB TITLE]** Offer Letter

Hi **[FIRST NAME]**,

It is my pleasure to offer you the position of **[JOB TITLE]** at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**!

Our team was extremely impressed by you during the interview process, and we are excited to have you join the company. We believe your skills and experience will make an excellent addition to the **[DEPARTMENT]** team.

Please review the following offer details carefully.

**Position**

The position is a **[FULL-TIME/PART-TIME/TEMPORARY]** role as **[JOB TITLE]** at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**. In this position, you will report to **[DIRECT MANAGER]** in **[DEPARTMENT]**.

As a **[FULL-TIME/PART-TIME/TEMPORARY]** employee, the position requires **[HOURS/WEEK]**. Your working hours will be **[START TIME - END TIME]** with a **[30-MINUTE/HOUR]** break for lunch.

Your first day will be **[MONTH DAY, YEAR]**.

**Compensation**

**TGC - Tom Gandhi Consulting ( www.tgcworld.com )** will compensate you **[DOLLARS]** per **[HOUR/WEEK/YEAR/ETC.]** for the stated position.

**Benefits**

With the position and as an employee of **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**,you will receive the following benefits:

Medical Insurance; Stock Options; 401K Matching; 15 Days of PTO; Dental and Vision Insurance **[ADD OR REMOVE BENEFITS]**

In addition to these benefits, **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** is also proud to offer its employees **[LIST OF PERKS]**.

Attached is your full offer letter. Please sign it to indicate your agreement and acceptance of this offer, and email it back to me by **[DATE]**.

We look forward to welcoming you to the **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** team. If you have any questions regarding the attached offer, please contact me directly at **[PHONE NUMBER]**.

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## Onboarding Email Template

**Subject Line:** **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**: Your Onboarding and First Day Details

Hi **[FIRST NAME]**,

We’re looking forward to your first day at **TGC - Tom Gandhi Consulting ( www.tgcworld.com )**!

To help you prepare, below is some information about what you can expect:

**Your Arrival:**

Please arrive no later than **[TIME]**. Our office is located at **[OFFICE ADDRESS]**. When you arrive, please check in with the security guard to receive your temporary ID badge. You will be given an official badge shortly after your start date.

**Your Agenda:**

Attached is an agenda for your first day. It’s subject to change slightly, but that is a good indicator of who you will be meeting with.

**Documents/ID to Bring:**

Please bring the following forms of identification with you: **[LIST OF DOCUMENTATION]**

**What to Wear:**

As you know from your interview, our office dress code is **[DRESS CODE]**.

**Lunch:**

Most employees eat lunch in the kitchen, and there are several food options close by, including: **[LUNCH OPTIONS]**.

**Your Onboarding Plan:**

Attached is also an overview of what your onboarding will consist of over the next **[TIME FRAME]**. Your manager will review it in more detail with you during your first week.

If you have any questions, do not hesitate to ask.

We’re excited to have you on the team. Welcome aboard!

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**

## New Hire Announcement Email Template

**Subject Line:** Welcome **[FIRST NAME]**!

Team,

It is with great pleasure that I introduce the newest member of the **TGC - Tom Gandhi Consulting ( www.tgcworld.com )** team, **[FIRST LAST NAME]**!

**[FIRST NAME]** is joining us on the **[DEPARTMENT]** team as our **[JOB TITLE]**. **[HE/SHE/THEY]** come from a **[DESCRIBE LAST COMPANY]** with an impressive amount of experience in **[SKILL/FIELD]**.

As our **[JOB TITLE]**, **[FIRST NAME]** will be working closely with **[TEAM LEAD]** to **[PROJECT OF FOCUS/JOB RESPONSIBILITIES]**.

A little bit more about **[FIRST NAME]**:

**[INCLUDE 3-5 PERSONAL DETAILS/FUN FACTS ABOUT THE NEW HIRE]**

We’re very excited to have **[HIM/HER/THEM]** join us. **[FIRST NAME’S]** first day is **[START DATE]**.

Welcome aboard, **[FIRST NAME]**!

Best,

**[YOUR NAME]**

**[YOUR EMAIL SIGNATURE]**