

INTERVIEWREADY

InterviewReady Follow-Up & Negotiation Scripts

50 adaptable messages for interviews, delays, offers, and career relationships

2026 Edition

Customize every bracketed field and preserve the truth

Build authentic answers. Perform with confidence. Earn stronger offers.

A practical human-plus-AI preparation system for modern hiring.

How to customize these scripts

Replace every bracket. Remove sentences that do not apply. Add one concrete detail from the actual conversation. Keep names, dates, role titles, compensation, and commitments accurate. These are communication templates, not legal, tax, or financial advice.

The specificity rule

A strong message contains at least one detail that could not be sent unchanged to a different employer.

After the interview

Same-day thank-you

Suggested subject

Thank you - [Role] conversation

Hello [Name],

Thank you for discussing the [Role] position with me today. I appreciated learning more about [specific priority or challenge]. Our conversation reinforced my interest because my experience with [brief proof point] aligns with that need.

Please let me know if I can provide any additional information.

Best,
[Name]

Customize: Reference one actual topic and one relevant proof point.

Panel thank-you

Suggested subject

Thank you to the [Company] panel

Hello [Names],

Thank you for the thoughtful conversation about [Role]. I valued hearing the different perspectives on [shared topic]. The discussion clarified how important [priority] is to the team, and it strengthened my interest in contributing my experience with [evidence].

I appreciate your time and consideration.

Best,

[Name]

Customize: Send individually when you can personalize each message; otherwise acknowledge the panel naturally.

Recruiter thank-you after screen

Suggested subject

Thank you - [Role]

Hello [Name],

Thank you for explaining the [Role] opportunity and hiring process. The role's focus on [specific responsibility] is closely connected to my experience in [proof]. I remain interested and would be glad to continue to the next stage.

Best,
[Name]

Customize: Keep it brief; recruiter screens are often high volume.

Hiring-manager thank-you with clarification

Suggested subject

Follow-up on [Role] discussion

Hello [Name],

Thank you for the conversation about [Role]. I especially appreciated your explanation of [priority]. I wanted to clarify one point from our discussion: [concise accurate clarification]. A relevant example is [one-sentence proof].

The conversation increased my interest in the role. Thank you again.

Best,
[Name]

Customize: Clarify only something material; do not resend the entire interview.

Send promised work sample

Suggested subject

[Promised item] - [Your Name]

Hello [Name],

As promised, I am sending [item]. I selected it because it demonstrates [relevant capability]. [One

sentence of necessary context, including your role and any confidentiality limits.]

Thank you again for the conversation.

Best,
[Name]

Customize: Remove confidential information and explain your contribution.

Correct a factual mistake

Suggested subject

Correction to my [Role] interview

Hello [Name],

I want to correct one factual point from our conversation. I said [incorrect statement]; the accurate information is [correct statement]. I apologize for the mistake and wanted to make sure you had the correct detail.

Thank you,
[Name]

Customize: Correct material errors promptly and without a long defense.

Scheduling and logistics

Accept an interview invitation

Suggested subject

Re: [Role] interview

Hello [Name],

Thank you for the invitation. I am pleased to confirm the interview on [day, date] at [time and time zone] via [location/platform]. Please let me know if there is anything you would like me to prepare in advance.

Best,
[Name]

Customize: Repeat the time zone and format to prevent confusion.

Offer several times

Suggested subject

Re: Interview availability for [Role]

Hello [Name],

Thank you for reaching out. I am available at the following times in [time zone]:

- [Option 1]
- [Option 2]
- [Option 3]

I would be glad to consider another time if none of these works.

Best,
[Name]

Customize: Provide useful windows, not an entire calendar.

Request a different interview time

Suggested subject

Request to reschedule [Role] interview

Hello [Name],

Thank you for scheduling the interview for [date/time]. A [brief unavoidable conflict] has arisen, and I am sorry for the inconvenience. Would any of these alternatives work: [options]? I remain very interested and appreciate your flexibility.

Best,
[Name]

Customize: Keep the reason brief and offer concrete alternatives.

Technical problem during interview

Suggested subject

Technical interruption - [Role] interview

Hello [Name],

I am sorry that [brief technical issue] interrupted our interview today. I attempted [brief remedy] and appreciate your patience. I remain very interested in the role and would welcome the opportunity to complete the conversation at a convenient time.

Best,
[Name]

Customize: Send promptly and accept responsibility for what you could control.

Confirm interview format

Suggested subject

Question about [Role] interview format

Hello [Name],

Thank you for scheduling the interview. To prepare appropriately, could you confirm whether the conversation will include [presentation/case/technical exercise/portfolio review] and approximately how long it is expected to last?

Best,
[Name]

Customize: Ask only for information not already provided.

Ask about AI rules for assessment

Suggested subject

Clarification on [Assessment] instructions

Hello [Name],

I am preparing for the [assessment name] and want to follow the process correctly. Could you clarify whether [specific AI/tool use] is permitted for [specific task], and whether any assistance or sources should be disclosed? I will follow the stated requirements.

Best,
[Name]

Customize: Ask before using a tool when instructions are ambiguous.

Request an accommodation process

Suggested subject

Interview process question

Hello [Name],

I am looking forward to the [Role] interview. I would like to request [specific adjustment] for the interview process. Please let me know the appropriate process or contact for arranging this. I can provide the information required through the proper channel.

Best,
[Name]

Customize: Focus on the requested adjustment; use the employer process and seek qualified advice when needed.

After delays or silence

Follow up after stated date passed

Suggested subject

Follow-up - [Role]

Hello [Name],

I hope you are well. You mentioned that the team expected to have an update around [date], so I wanted to check on the status of the [Role] process. I remain interested and am happy to provide anything else that would be useful.

Best,
[Name]

Customize: Wait until the stated timeline has passed unless your circumstances materially change.

Follow up when no timeline was given

Suggested subject

Checking in - [Role]

Hello [Name],

Thank you again for the interview on [date]. I am checking in to see whether there is an updated timeline for next steps. My interest remains strong, particularly after learning about [specific priority].

Best,
[Name]

Customize: Usually send after several business days appropriate to the stage.

Second concise follow-up

Suggested subject

Final check-in - [Role]

Hello [Name],

I wanted to make one final check-in regarding the [Role] process. I understand priorities and timelines can change. I remain interested, and I would appreciate any update when convenient.

Best,
[Name]

Customize: Do not send repeated daily messages.

Another offer creates a real deadline

Suggested subject

Timing update - [Role]

Hello [Name],

I want to share a timing update transparently. I have received another offer with a decision deadline of [exact date]. The [Company] role remains of strong interest because [specific reason]. Are you able to share whether your process may conclude before that date? I understand if the timeline cannot change.

Best,
[Name]

Customize: Use only when the offer and deadline are real.

Withdraw from process

Suggested subject

Withdrawal - [Role]

Hello [Name],

Thank you for the time you and the team invested in the [Role] process. After careful consideration, I am withdrawing my candidacy because [brief professional reason, optional]. I appreciate the opportunity to learn about the team and wish you well with the search.

Best,
[Name]

Customize: Withdraw promptly when your decision is final.

Rejection and relationships

Professional rejection response

Suggested subject

Thank you for the update

Hello [Name],

Thank you for letting me know. Although I am disappointed, I appreciate the opportunity to meet the team and learn about [specific topic]. I remain interested in [Company] and would be glad to stay in touch regarding roles that may be a stronger fit.

Best,
[Name]

Customize: Do not argue or ask the recruiter to reverse the decision.

Request feedback

Suggested subject

Thank you and feedback request

Hello [Name],

Thank you for the update and for the time throughout the process. If company policy permits, I would appreciate any brief feedback about one area I could strengthen for similar roles. I understand if you are unable to provide it.

Best,
[Name]

Customize: Make the request easy to decline.

Stay in touch with interviewer

Suggested subject

Thank you and staying connected

Hello [Name],

Thank you again for the conversations during the [Role] process. I appreciated your perspective on [specific topic]. Although this role was not the match, I would value staying connected and following the team's work in [area].

Best,
[Name]

Customize: Use only when the relationship was genuine.

Reconnect months later

Suggested subject

Reconnecting - [topic/role]

Hello [Name],

I hope you are doing well. We spoke during the [Role] process in [month]. Your comments about [topic] stayed with me, and since then I have [relevant truthful update]. I noticed [specific current role/update] and wanted to reconnect.

Best,
[Name]

Customize: Bring a real update or reason, not a generic request.

References and networking

Ask someone to be a reference

Suggested subject

Reference request

Hello [Name],

I am interviewing for [Role], which emphasizes [capabilities]. Would you be comfortable serving as a reference based on our work together at [context]? I can send the posting, my current resume, and a brief reminder of relevant projects. Please feel free to decline if the timing or fit is not right.

Thank you,
[Name]

Customize: Ask permission before providing contact information.

Prepare a reference

Suggested subject

Context for [Company] reference

Hello [Name],

Thank you for agreeing to be a reference. The role is [title], and the employer is especially focused on [priorities]. Relevant work we did together includes [accurate examples]. I have attached/shared [posting/resume]. Please speak only from your own experience.

Thank you,
[Name]

Customize: Never script or pressure a reference to make claims.

Thank a reference

Suggested subject

Thank you for your help

Hello [Name],

Thank you for taking the time to serve as a reference for the [Role] opportunity. I appreciate your support and will let you know how the process concludes.

Best,
[Name]

Customize: Follow up again when there is an outcome.

Request an informational conversation

Suggested subject

Brief career conversation request

Hello [Name],

I am exploring [role/function] and found your experience with [specific area] especially relevant. Would you be open to a 15-minute conversation about [two focused topics]? I am not asking for a job; I am trying to understand the work and prepare responsibly. I understand if your schedule does not allow it.

Best,
[Name]

Customize: Make the request focused and time-bounded.

Thank an informational contact

Suggested subject

Thank you for the perspective

Hello [Name],

Thank you for speaking with me about [topic]. Your point about [specific insight] changed how I am approaching [action]. I appreciate your generosity and will keep you updated on my progress.

Best,
[Name]

Customize: State what you learned or changed.

Ask for an introduction

Suggested subject

Introduction request - [Person/Team]

Hello [Name],

I noticed that you know [Person] and am interested in learning about [specific area]. Because of [relevant reason], a brief conversation could help me understand [focused question]. Would you feel comfortable introducing us? I have included a short forwardable note below, and I completely understand if not.

Best,
[Name]

Customize: Do not ask for an introduction when the connection is weak or the purpose vague.

Offer clarification and evaluation

Acknowledge a verbal offer

Suggested subject

Thank you - [Role] offer

Hello [Name],

Thank you for the offer to join [Company] as [Role]. I am excited about the opportunity and appreciate the team's confidence. I look forward to reviewing the written details, including compensation, benefits, start date, contingencies, and any response deadline.

Best,
[Name]

Customize: Do not resign from a current role based only on an informal conversation.

Request the offer in writing

Suggested subject

Written offer details - [Role]

Hello [Name],

Thank you again for the offer. Before making a final decision, could you please send the complete offer in writing, including [items needing confirmation]? I want to review the terms carefully and respond by the agreed date.

Best,
[Name]

Customize: List material terms that are missing.

Ask for decision time

Suggested subject

Offer decision timeline

Hello [Name],

Thank you for the offer. I am genuinely enthusiastic and want to give the decision appropriate consideration. Would it be possible for me to provide my final response by [specific reasonable date]?

Best,
[Name]

Customize: Ask promptly and state a specific date.

Clarify benefits

Suggested subject

Benefits clarification - [Role]

Hello [Name],

As I review the offer, could you help me clarify [specific benefit questions: eligibility date, employee cost, retirement match, paid time off, remote policy, bonus terms]? These details will help me evaluate the complete package.

Thank you,
[Name]

Customize: Use HR or benefits materials when available.

Clarify variable compensation

Suggested subject

Variable compensation questions - [Role]

Hello [Name],

Could you clarify the variable compensation portion of the offer, including target amount, measurement period, performance criteria, payment timing, eligibility, and whether the amount is guaranteed or discretionary?

Thank you,
[Name]

Customize: Request definitions and historical context without assuming future payout.

Clarify remote or hybrid terms

Suggested subject

Work-location terms - [Role]

Hello [Name],

I would like to confirm the expected work-location arrangement: [days/location], whether the policy is contractual or subject to change, any required travel, and the process for schedule changes.

Thank you,
[Name]

Customize: Material flexibility should be written when possible.

Negotiation

Base salary request

Suggested subject

Offer discussion - [Role]

Hello [Name],

Thank you again for the offer. I am excited about the role and the opportunity to contribute to [priority]. Based on the position's scope, the market information I reviewed, and my experience with [evidence], I was hoping we could move the base salary from [offer] to [specific request]. Is there flexibility there?

Best,
[Name]

Customize: Use verified research and a clear, defensible request.

Salary range request before naming a number

Suggested subject

Compensation range - [Role]

Hello [Name],

I am interested in the role and would like to understand the complete scope and package. Could you share the approved base-salary range and the structure of any variable compensation for this position?

Best,
[Name]

Customize: Useful when no range is published and the employer asks early.

Counter with range

Suggested subject

Offer discussion - [Role]

Hello [Name],

I am very interested in joining the team. Based on [scope/evidence/verified market context], I would be comfortable accepting at a base salary in the range of [range], depending on the complete package. Could we discuss movement toward that range?

Best,
[Name]

Customize: A range should not include numbers you would reject.

Signing bonus request

Suggested subject

Signing bonus discussion - [Role]

Hello [Name],

I understand the base salary may be constrained. Because I would be giving up [truthful compensation/cost] in making the transition, would the company consider a signing bonus of [request]?

Best,
[Name]

Customize: Use a real transition cost or package gap; review repayment terms.

Earlier compensation review

Suggested subject

Compensation review timing - [Role]

Hello [Name],

If the base cannot move now, would the company consider a written compensation review after [six months/another period] based on agreed performance goals such as [outcomes]?

Best,
[Name]

Customize: Clarify that a review is not an automatic increase.

Additional paid time off

Suggested subject

Paid time off discussion - [Role]

Hello [Name],

I appreciate the offer. If base salary flexibility is limited, would the company consider [number] additional days of paid time off annually?

Best,
[Name]

Customize: Confirm accrual, eligibility, and carryover details.

Remote schedule request

Suggested subject

Work arrangement discussion - [Role]

Hello [Name],

Would the team consider a [specific hybrid/remote arrangement] after [onboarding period], with clear availability and performance expectations? This arrangement is important to my decision, and I am open to discussing how to make it workable for the team.

Best,
[Name]

Customize: Make the requested schedule precise.

Professional-development request

Suggested subject

Development support - [Role]

Hello [Name],

Would the company consider an annual professional-development budget of [amount] and time for [relevant training/certification]? This would directly support [role outcome].

Best,
[Name]

Customize: Tie development to business value.

Title or scope clarification

Suggested subject

Title and scope - [Role]

Hello [Name],

Based on the responsibilities we discussed, could we review whether [proposed title/scope wording] more accurately reflects the role? My goal is to ensure expectations and decision rights are clear.

Best,
[Name]

Customize: Do not negotiate title only for status; confirm actual scope.

Start-date negotiation

Suggested subject

Start date - [Role]

Hello [Name],

I am excited to join. To complete [truthful transition commitment], I would like to request a start date of [date] rather than [date]. Would that work for the team?

Best,
[Name]

Customize: Use an exact date and explain briefly.

Accept negotiated offer

Suggested subject

Acceptance - [Role]

Hello [Name],

I am pleased to accept the offer for [Role] at [Company] under the written terms dated [date], including [material negotiated changes]. My expected start date is [date]. Thank you for the opportunity; I look forward to joining the team.

Best,
[Name]

Customize: Confirm material terms in the final written offer before acceptance.

Decline offer respectfully

Suggested subject

Thank you for the offer - [Role]

Hello [Name],

Thank you for offering me the [Role] position. After careful consideration, I have decided to decline because [brief reason, optional]. I appreciate the time, transparency, and opportunity to meet the team, and I wish you continued success.

Best,
[Name]

Customize: Do not use the decline to restart negotiation unless you are truly open to accepting.

Decline after accepting - exceptional situation

Suggested subject

Important update regarding [Role]

Hello [Name],

I am sorry to share that due to [brief material change], I am no longer able to begin the [Role] position on [date]. I understand this creates difficulty and apologize for the disruption. I wanted to tell you as soon as the decision became certain.

Sincerely,
[Name]

Customize: Review agreements and seek appropriate professional advice when obligations may apply.

Starting well

Confirm first-day details

Suggested subject

First-day details - [Role]

Hello [Name],

I am looking forward to starting on [date]. Could you confirm the arrival/login time, location or meeting link, identification or forms needed, equipment plan, dress expectations if applicable, and my first-day contact?

Thank you,
[Name]

Customize: Ask after accepting and completing required onboarding steps.

Thank interview helpers after accepting

Suggested subject

Thank you - career update

Hello [Name],

I wanted to share that I accepted the [Role] position at [Company]. Your help with [specific support] made a real difference in my preparation. Thank you for your time and encouragement.

Best,
[Name]

Customize: Close the loop with people who helped.

Decline other active processes

Suggested subject

Withdrawal - [Role]

Hello [Name],

Thank you for considering me for [Role]. I have accepted another opportunity and am withdrawing from the process. I appreciate your time and the chance to learn about [Company].

Best,
[Name]

Customize: Notify other employers promptly.

Ask future manager about first-week preparation

Suggested subject

Preparing to start - [Role]

Hello [Name],

I am looking forward to joining the team on [date]. Is there any public or company-provided material you recommend reviewing before my first day? I will wait to access internal information through the approved onboarding process.

Best,

[Name]

Customize: Do not request confidential access before authorization.

Negotiation Conversation Planner

Item	My plan
Offer strengths	
Questions before negotiating	
Verified market evidence	
Value evidence	
Primary request	
Fallback requests	
Terms I need in writing	
Decision deadline	
Walk-away conditions	

My exact opening

Likely employer responses and my calm reply

Integrity standard

Never invent another offer, salary, deadline, credential, or market fact. A clear truthful request protects both credibility and the future relationship.