



Dotcnx - Email Templates

1. Initial Outreach to a Shortlisted Candidate

Subject: Opportunity to Join Our Team at [Business Name]

Hi [Candidate Name],

I came across your profile on Dotcnx and was really impressed with your experience as a [Trade, e.g., Carpenter].

We're currently looking for someone like you to join our team at [Business Name]. If you're open to new opportunities, I'd love to have a quick chat and tell you more about the role and what we're working on.

Let me know if you're interested — happy to give you a call or shoot over the job details.

Cheers,

[Your Name]

[Position]

[Business Name]

2. Job Application Follow-Up

Subject: Thanks for Applying

Hi [Candidate Name],

Thanks for applying for the [Job Title] role at [Business Name] through Dotcnx. I've had a chance to review your profile and think you could be a great fit for the team.

Would you be available for a quick phone call this week to learn more about your experience and chat about the role?

Looking forward to hearing from you.

Best regards,
[Your Name]
[Business Name]

3. Job Offer Email

Subject: Offer to Join [Business Name]

Hi [Candidate Name],

Thanks again for chatting with us about the [Job Title] role. We'd love to offer you a position at [Business Name]!

Here's a quick summary of the offer:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Pay Rate:** [Rate]
- **Location:** [Site/Address]

Please reply to confirm you're happy to accept, and we'll send through the onboarding details.

We're excited to have you on board!

Cheers,
[Your Name]
[Business Name]

4. Welcome Email After Offer Acceptance

Subject: Welcome to [Business Name]!

Hi [Candidate Name],

Welcome aboard! We're excited to have you starting with us on [Start Date].

Here are the details for your first day:

- **Time:** [Start Time]
- **Location:** [Site Address]
- **Point of Contact:** [Name + Phone Number]
- **What to Bring/Wear:** [e.g., PPE, tools, etc.]

If you have any questions before your start date, feel free to reach out. We're looking forward to working with you.

Cheers,
[Your Name]
[Business Name]