

Candidate Follow-Up Email Template – 45-Day Rule Compliance

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Purpose

This template helps employers comply with Ontario's new requirement (**effective Jan 1, 2026**) to notify interviewed candidates of their status within **45 days** of their last interview for publicly posted jobs when the employer has **25 or more employees**.

Instructions for Use

1. Replace **[Company Name]**, **[Candidate Name]**, **[Position Title]**, and other placeholders.
 2. Send within **45 days** of the candidate's last interview date.
 3. Keep a copy of the notice for **at least 3 years**.
 4. Always use professional, courteous language regardless of the decision outcome.
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Template – Candidate Selected

Subject: Update on Your Application – [Position Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us regarding the **[Position Title]** role at **[Company Name]**.

We are pleased to inform you that you have been selected to move forward in the hiring process.

Our team will contact you shortly with the next steps.

Thank you again for your interest in joining our team.

Best regards,
[Your Name]
[Your Position]
[Company Name]

Template – Candidate Not Selected

Subject: Update on Your Application – [Position Title]

Dear [Candidate Name],

Thank you for taking the time to meet with us regarding the **[Position Title]** role at **[Company Name]**.

After careful consideration, we have decided to move forward with another candidate for this position.

We appreciate your interest in our company and the opportunity to learn more about your skills and experience.

We encourage you to apply for future opportunities with us.

Best regards,
[Your Name]
[Your Position]
[Company Name]