

MENTOR GURUKUL

**20 READY-TO-USE
RECRUITMENT WHATSAPP TEMPLATES**

Free Resource by Neha Kumari
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Initial Communication

Copy, customize and use these messages in your daily recruitment communication.

Resume Request

Hello [Name], thank you for speaking with me. Please share your updated resume for the [Job Title] opportunity.

Interest Check

Are you still looking for a new opportunity? If yes, I would like to discuss a suitable opening with you.

Call Back

I tried reaching you regarding a job opportunity. Please let me know a convenient time to connect.

Profile Received

We have received your profile. Our team will review it and contact you shortly.

Interview Templates

Copy, customize and use these messages in your daily recruitment communication.

Interview Invite

Your interview is scheduled on [Date] at [Time]. Please reply YES to confirm.

Zoom Reminder

Please join the Zoom meeting 5 minutes early with your resume ready.

Reschedule

Your interview has been rescheduled to [Date] at [Time]. Kindly confirm.

Documents

Please keep your resume and ID proof ready during the interview.

Joining Templates

Copy, customize and use these messages in your daily recruitment communication.

Congratulations

Congratulations! You have been shortlisted for the next step.

Joining Reminder

This is a reminder for your joining on [Date].

Pending Documents

Kindly share your pending documents to complete the process.

Welcome

Welcome to the team. Wishing you a successful journey ahead.

Bonus Templates

Copy, customize and use these messages in your daily recruitment communication.

Polite Rejection

Thank you for your interest. We are not proceeding further with your profile for this role.

Hold Message

Your profile is under review. We will update you soon.

Referral

If you know someone suitable, feel free to refer them.

Next Step

Want advanced recruitment scripts and systems? Join the Recruitment Masterclass by Mentor Gurukul.