Dear [NAME],

Thank you for coming in to learn more about the [JOB TITLE] position at [YOUR COMPANY NAME]. The team really enjoyed meeting you.

We want to make the best hiring decision and are currently completing interviews with other candidates. We are aiming to have all interviews completed by [DATE] and make a decision by [DATE]. I will notify you about any next steps as soon as possible.

Please feel free to stay in touch or reach out with any questions

Sincerely,

[YOUR NAME]