

10 emails to help you hire fast during layoffs

Email #1

Subject: Helping you navigate your next move

Hi [Candidate name],

I understand that you were affected by the recent layoffs, and I'd like to help however I can.

We have a role open at [Company name] **that aligns with your background**. If you're interested, I'd be happy to **walk you through our hiring process**, offer insights into what our team is looking for, and help you **tailor your resume or prep for interviews**.

If that sounds helpful, would you like to catch up on this week over a quick call?

All the best,
[Your name]

Email #2

Subject: Let's rebuild together

Hi [Candidate name],

I know being impacted by layoffs is never easy. That's why I **want to extend more than just a job posting**. At [Company name], we're actively hiring, and I believe you could be a great fit.

I'd be happy to **help you navigate the application, introduce you to the hiring team, share tips on how to best position your experience**, and stay with you throughout the entire process, from the first call to the offer stage.

Let me know if you are interested. We can connect on a call this Monday and discuss further.

Warmly,
[Your name]

Email #3

Subject: A role that might fit and guidance at every step

Hi [Candidate name],

I'm sorry to hear about the recent layoff at [Previous company]. If **you're exploring new opportunities**, I'd love to help **guide you through a position** we have that matches your background.

Beyond just recruiting, I can **offer support like giving resume feedback based on what our hiring team values**, helping you prepare for the interview rounds, and staying in close contact to ensure transparency throughout the process.

Let's schedule a call this week to connect if you're interested.

Best regards,
[Your name]

Email #4

Subject: I'd like to help you land your next job role

Hi [Candidate name],

Navigating layoffs can be tough, **but you don't have to go through it alone**. I saw your background and think **you'd be a strong match** for a role we're hiring for at [Company name].

I'm not here just to promote job offers, Instead I'm **willing to offer you various resources**, from **reviewing your resume, coaching you through the interview stages, to advocating for you with our internal team**. We're committed to providing a smooth, respectful hiring experience, and I'd be happy to walk with you through it.

Let me know if you'd like to discuss this over a quick coffee chat this weekend.

Sincerely,
[Your name]

Email#5

5. Subject: Supportive hiring experience for layoff-impacted talent

Hi [Candidate name],

I'm reaching out **after hearing about the layoffs at [Previous Company]**. We have an opportunity at [Company name] that **might align with your expertise**, and I'd love to share it with you.

If you're open to exploring it, I'll **guide you through each phase of the application process**, from **understanding the role and aligning it with your career goals**, to prepping for interviews and staying in touch on feedback so you're never in the dark.

Are you open to connecting over a quick call this Friday and discussing this in detail?

Best,
[Your name]

Email #6

Subject: A thoughtful approach to your job search

Hi [Candidate name],

I hope you're doing well despite the recent news. I'm working at [Company name] as an internal/external recruiter, and we're **currently hiring for a position that seems closely aligned with your background**.

In addition to discussing the role, I'd be happy to share **insights on what makes applicants stand out to our hiring team**, help polish your application, and keep you **informed through every step of the process, from the first conversation to the final decision**.

Would you be open to a chat this Monday?

Kind regards,
[Your name]

Email #7

Subject: Career support during a time of transition

Hi [Candidate name],

I know this may be a time of uncertainty, **but I'd love to offer you more than just a job link.** We're hiring for **a role that fits your experience**, and I'd like to be your partner throughout the process.

That means **offering tips to highlight your accomplishments, setting expectations for each stage, and advocating on your behalf internally.** My goal is to ensure this feels like a collaborative and encouraging experience.

Are you free to talk about this process over a quick call? Let me know if you're interested in taking this further.

Warm wishes,
[Your name]

Email #8

Subject: Let's turn the page together

Hi [Candidate name],

Sorry to hear about the recent changes at [Previous company]. As someone who's worked with a number of professionals in your situation, **I understand how overwhelming it can be to start over.**

We have an opening, I think you'd excel in. I'd be happy to help **you tailor your resume, walk you through our hiring timeline, prep for interviews,** and provide honest feedback all along the way.

Let me know if I can support you in taking the next step.

Sincerely,
[Your name]

Email #9

Subject: A clear path forward

Hi [Candidate name],

With the recent layoffs at [Previous company], I **wanted to reach out and offer more than just a new opportunity**. I want to **offer a clear, supportive path forward**.

If you're open to it, I'd love to talk about a role we have that fits your experience. From there, I can support you with **resume insights, interview prep, and transparent updates** throughout the hiring process.

If that sounds good to you, then let's connect regarding this over a quick call this week. Let me know which time will suit you the best.

Best,
[Your name]

Email #10

Subject: Let me help you find stability and growth

Hi [Candidate name],

I saw the news about the layoffs and wanted to reach out with an open heart. At [Company name], we're **hiring for a role that seems well aligned with your strengths**.

I'm committed to supporting you at every step, from **understanding what you're looking for, guiding you through the application process**, and helping you **present your experience in the best light**. I'm here not just to promote the job, but to offer real support to gain stability and growth in your career.

Would you be open to a conversation this week? Let me know which is the best way to connect with you

Warmly,
[Your name]
