**Classic Letter**

Dear [candidate name],

Thank you for taking the time to meet with our team about the [role title] role at [company name]. It was a pleasure to learn more about your skills and accomplishments.

Unfortunately, our team did not select you for further consideration.

I would like to note that competition for jobs at [company name] is always strong and that we often have to make difficult choices between many high-caliber candidates. Now that we’ve had the chance to know more about you, we will be keeping your resume on file for future openings that better fit your profile.

I am happy to answer your questions if you would like any specific feedback about your application or interviews.

Thanks again for your interest in [company name] and best of luck with your job search.

Regards,

Sender Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source: [Workable](http://resources.workable.com/sample-job-rejection-letter)