**Job Rejection Letter Sample:**

**[Date]**

Dear **[name]**,

Thank you for taking the time to apply to **[position they applied for]**. We really appreciate the effort you put into this. We received and have reviewed **[a specific number, or “a large number”]** of applications.

After reviewing them thoroughly, we felt that other applicants were better suited for **[position they applied for]**. At this time, we are declining to move forward with your application.

Best of luck with your job search.

Sincerely,

**[Company/Organization Name]**