**Sample Candidate Rejection Letter**

Mary Ellen Cordoba  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
Name@email.com

September 1, 2018

Ronald Jones  
123 Main Street.  
Anytown, CA 12345

Dear Ronald,

You've received the news when I called to tell you that another candidate was selected for the position of Accountant at the Mountain Meadow Co. This letter is confirming that phone call.

My selection team was impressed with both your experience in accounting and the ideas you shared about what an all-star accounting team can provide for an organization. We encourage you to consider applying for positions that may open up in the future in your areas of expertise.

Thank you for taking the time away from your normal daily activities to come in for the interview with my team members. We appreciate that this is an investment on your part and we were grateful to have the chance to get to know you.

Best wishes for your continuing job search. Keep us in mind for our open positions in the future.

Regards,

Mary Ellen Cordoba  
HR Director  
On Behalf of the Accountant Selection Committee