Sample Candidate Rejection Letter

Ethan Windsor
123 Main Street
Anytown, CA 12345
555-555-5555
ethan.windsor@email.com

September 1, 2018

Emily Lau
123 Main Street.
Anytown, CA 12345

Dear Ronald,

Emily, As I mentioned during our recent phone conversation, we have offered our open position to a different candidate. This is your official notice of this decision so that you can close the book on this position.

We also want you to know that we appreciate the time you invested in coming into our company for an interview. The team is grateful for the opportunity to speak with you.

Best wishes as you continue your job search.

Best,

Ethan Windsor
HR Manager for the Hiring Team