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