Template for a rejection letter

Dear Mr./Ms. [*insert candidate’s last name*],

Thank you for your application for the [*insert your job position title*] at [*insert your company’s name*]. We really appreciate your interest in joining our company and we want to thank you for the time and energy you invested in your [*insert applicable: job application/job assignment*].

We received a large number of [*insert applicable: job application/job assignment*], and after carefully reviewing all of them, unfortunately, we have to inform you that this time we won’t be able to invite you to the next phase of our selection process.

Though your [*insert applicable: education/qualifications/working experience/skills*] are impressive, we have decided to move forward with a candidate whose [*insert applicable: education/qualifications/working experience/skills*] better meet our needs for this particular

role.

We truly appreciate your expertise in [*insert applicable industry*] and interest in our company. We hope you’ll keep us in mind and apply again in the future.

If you have any questions or need additional information, please don’t hesitate to contact me by email [*insert your email address*] or phone [*insert your phone number*].

We wish you every personal and professional success in your future endeavors.

Once again, thank you for your interest in working with us.

Kind regards,

[*insert your first name and last name*]

[*insert your job position title*]

[*insert your company’s name*]