

Sample Rejection Letters

INTERVIEWED

Date

Address

Dear John:

Thank you for taking the time to interview for the position of _____. We appreciated the opportunity to discuss the requirements of the position and learn more about your qualifications.

It is always difficult to choose among the many qualified applicants whom we interview. However, we regret to inform you, after careful consideration, we have selected a candidate that more closely matches our requirements for this position. We will keep your resume/application on file for one year, should another position become available.

Thank you again for your interest in (Company Name). We wish you every success in your career pursuits.

Sincerely,

ALL APPLICANTS

Date

Address

Dear John:

Thank you for your interest in our recently advertised position and employment with (Company Name). Your application/resume will be reviewed to determine how your skills and experience might best match our current openings.

If a match is determined, we will be contacting you shortly to arrange for an interview. However, if a match does not currently exist, we will maintain your application/resume on file for future consideration for a period of one year.

Thank you again for your interest in (Company Name).

Sincerely,

UNSOLICITED APPLICATIONS - NO CURRENT OPENINGS

Date

Address

Dear John:

Thank you for your interest in the _____ position. We currently do not have any openings for this position. We will keep your application/resume on file for one year, should this position or another position become available. Please feel free to check our job line or visit our website at _____ for any future openings.

Thank you again for your interest in employment with (Company Name). We wish you every success in your career pursuits.

Sincerely,

NOT PLANNING TO FILL POSITION

Date

Address

Dear John:

Thank you for your interest in the _____ position. However, we are not planning to fill the position at this time. We will keep your application/resume on file for one year, should this position or another position become available that matches your skills and work history.

Thank you again for your interest in employment with (Company Name). We wish you every success in your career pursuits.

Sincerely,