

Job Ad Response Rejection Letter – Template

Use this template for responding to applicants found not suitable for positions advertised by Potomac College. The head of department seeking the new hire should sign the letter.

[date]

Name

Address

City State ZIP

Dear [salutation]:

Thank you for taking the time to apply for the position of [position name] at Potomac College and for conveying your interest in joining our team.

It is our top priority to select a candidate who best matches the skills and experience required to excel in this position. While we were impressed with your qualifications, after careful consideration we have decided to pursue other options for this position. Your resume will be kept on file for 6 months, so that we may contact you in the event that there is another position for which we feel you may be qualified.

Again, we appreciate your interest in Potomac College and wish you the best of luck in your future endeavors.

Sincerely,

[signer]