

Rejection letter #1

Date

[Name of Applicant]

Address

Address

Dear [Name of Applicant],

Thank you for applying for our job opening. After carefully reviewing your qualifications, we have decided to pursue other candidates whom we feel more closely meet our needs at this time.

We appreciate your interest in our company, and the time it took to apply with us. Please feel free to apply for open positions with us in the future.

Again, thank you for considering us as a potential employer. We wish you success in your career pursuit.

Sincerely,

[Hiring Manager]

[Title]

Rejection Letter after Interviewing

Date

[Name of Applicant]

Address

Address

Dear [Name of Applicant],

Thank you for taking the time to interview with us for the [job name] position. Although your experience and background are impressive, we regret having to inform you that we have selected another candidate whom we feel is a better job match for us at this time.

We appreciate your interest in our company, and the time it took for you to go through this process. Please feel free to apply with us for future openings.

Again, thank you for participating with us in the process. We wish you success in your career pursuit.

Sincerely,

[Hiring Manager]

[Title]