

Sample of a Tactful and Polite Interview Rejection Letter

Below is a sample template you can use to compose a professional, considerate, and respectful interview rejection letter:

Subject: Thank You for Interviewing with [Company Name]

Dear [Candidate Name],

Thank you very much for taking the time to interview for the position of [Job Title] at [Company Name]. We appreciate your interest in joining our team and the effort you put into the interview process.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this position. This decision was not easy, as we received applications from many qualified individuals, and your skills and experiences were valued and noteworthy.

We sincerely appreciate your interest in [Company Name] and the opportunity to get to know you. Please feel free to apply for future openings with us that match your qualifications. We wish you the best in your job search and future professional endeavors.

Thank you again for your time and interest in [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

This template helps uphold your company's reputation by treating candidates with courtesy and respect, even when delivering unfavorable news.