

Soft Tone Interview Rejection Letter Sample

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the [Job Title] position at [Company Name]. We appreciate the effort you put into your application and the opportunity to learn more about your experience, skills, and aspirations.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate for this particular role. This was not an easy decision for us, given your qualifications and the thoughtful insights you shared during the interview process.

We would like to offer some feedback that may be helpful as you continue your job search: [Optional: Insert constructive feedback, such as strengths or areas for improvement].

Please know that we were genuinely impressed by your background, and we encourage you to apply for future openings at [Company Name] that match your skills and interests. We will also retain your information should a more suitable opportunity arise.

Thank you once again for considering a career with us. We wish you the very best in your future endeavors and professional journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]