

Sample Rejection Letter with Polite Thank You for Second Interview

Dear [Candidate Name],

Thank you very much for taking the time to meet with us for a second interview for the [Position Title] position at [Company Name]. We appreciate your continued interest in joining our team and the effort you put into the interview process.

After careful consideration, we have decided to move forward with another candidate who we believe most closely matches the needs of the position at this time. This decision was not easy, as we were truly impressed by your skills, experience, and professionalism.

We sincerely appreciate your interest in [Company Name] and the time you devoted throughout our interview process. Please know that your qualifications and background were highly regarded, and we will keep your information on file should another opportunity arise that better fits your profile.

Thank you once again for your enthusiasm and effort. We wish you the best in all your future endeavors and hope you will consider applying for future opportunities with us.

Warm regards,
[Your Name]
[Your Title/Position]
[Company Name]