

HR Rejection Letter Template Including Candidate Feedback

This **HR rejection letter template including candidate feedback** provides a professional and empathetic way for employers to inform applicants about their unsuccessful job application. It not only communicates the decision clearly and respectfully but also offers constructive feedback to help candidates understand the reasons for rejection and improve in future opportunities. This approach fosters a positive candidate experience and maintains the organization's reputation as considerate and transparent in its hiring process.

Sample Rejection Letter with Feedback

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for the time you dedicated to the application and 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 due to the high caliber of applicants, including yourself.

As part of our commitment to a transparent and constructive hiring process, we would like to offer some feedback based on your application and/or interview:

- **Strengths:** [Highlight specific strengths, e.g., "Your technical skills and enthusiasm for the role were impressive."]
- **Areas for Improvement:** [Provide constructive feedback, e.g., "We recommend further developing your experience in project management, as this was a key requirement for this position."]

We appreciate your effort and interest in joining our team. We encourage you to apply for future openings that align with your skill set and experience.

Wishing you every success in your career endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Tips for Customization:

- Personalize the template with the candidate's name and details relevant to their application.
- Always provide feedback that is honest, specific, and actionable.
- Express appreciation for the candidate's time and interest.