

Human Resources Rejection Letter for Job Application Sample

[Your Company Letterhead]

[Date]

[Applicant Name]

[Applicant Address]

[City, State ZIP Code]

Dear [Applicant Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for the time you invested in the application process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. We have received a large number of applications and, after reviewing your qualifications and experience, we have decided to move ahead with candidates who more closely fit the requirements of the role.

Please know that this decision does not reflect negatively on your skills or abilities. We appreciate your interest in our company and encourage you to apply for future openings that match your qualifications.

We wish you every success in your job search and future professional endeavors.

Thank you again for considering [Company Name] as a potential employer.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]