

This **job rejection email template including constructive feedback** is designed to provide candidates with clear, respectful, and helpful communication after the hiring decision. It ensures that applicants receive specific reasons for the rejection along with constructive feedback to support their professional development and improve their future job prospects. The template maintains a positive tone, encourages continued engagement with the company, and helps preserve the employer's reputation by demonstrating transparency and empathy throughout the recruitment process.

Job Rejection Email Template (with Constructive Feedback)

Subject: Thank You for Your Application – [Job Title] at [Company Name]

Dear [Candidate Name],

We appreciate the time and effort you invested in applying for the [Job Title] position at [Company Name]. It was a pleasure getting to know you and learning about your skills and experiences throughout the interview process.

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely align with the requirements of the role at this time. Please know that this was not an easy decision; your background is impressive, and several aspects of your application truly stood out.

Feedback and Suggestions for Improvement

In the spirit of transparency and to support your career development, we would like to offer constructive feedback from our hiring team:

- **[Example: Skill Alignment]** – We noticed that your experience with [specific skill/area] is strong, but we were looking for a deeper background in [another skill/area] for this particular position. We recommend focusing on expanding your experience in [area of opportunity] through additional training or projects.
- **[Example: Interview Technique]** – While you communicated your ideas clearly, providing more specific examples from past roles could strengthen your responses and better illustrate your capabilities.
- **[Tailor feedback to specific candidate as appropriate.]**

We encourage you to apply for future openings that match your skills and interests. Please feel free to reach out if you have any questions or would like further feedback on your application process.

Thank you once again for your interest in joining [Company Name], and we wish you the very best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]