

Polite Interview Rejection Letter Sample for Unsuccessful Candidates

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the position of [Job Title] at [Company Name]. We appreciate your interest in joining our team and the effort you invested in 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, as we had the privilege of meeting with many talented and capable applicants such as yourself.

We sincerely appreciate your interest in [Company Name] and the opportunity to learn more about your skills and experiences. We encourage you to apply for future openings that align with your background and career interests.

Thank you once again for your time and effort. We wish you every success in your job search and future professional endeavors.

Kind regards,

[Your Name]

[Your Position]

[Company Name]