

Sample Rejection Letter Offering Alternative Positions

[Date]

[Candidate Name]

[Candidate Address]

[City, State ZIP Code]

Dear [Candidate Name],

Thank you for taking the time to apply for the **[Job Title Applied For]** position at **[Company Name]** and for sharing your background and achievements with us. We enjoyed learning about your experience and appreciate your interest in joining our team.

After careful consideration, we have decided to move forward with another candidate whose skills and qualifications more closely align with the requirements of the **[Job Title Applied For]** position. This decision was not easy given your impressive credentials.

While we are unable to offer you your initial choice of position, we were very impressed with your background and believe you may be a strong fit for other current or upcoming opportunities within our organization. In particular, we would like to encourage you to apply for the following role(s):

- **[Alternative Position #1]** â€“ [Brief description or why the candidate might be a good fit]
- **[Alternative Position #2]** â€“ [Brief description or why the candidate might be a good fit]

If you are interested in pursuing any of these opportunities, please reply to this email or submit your application through our careers portal at [website link].

Thank you again for your time and interest in **[Company Name]**. We wish you the best in your job search and hope to have the opportunity to work with you in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]