

Rejection Letter Sample with Alternative Job Recommendations

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Position Title] role at [Company Name], and for the time you invested throughout our application and interview process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose skills and experience more closely meet the needs of this specific role. We truly appreciate your effort and the insights you shared with us.

While we are unable to offer you the [Position Title] position at this time, we were impressed with your background and believe you could be a great fit for other opportunities within our company. We encourage you to consider applying for the following open roles that align with your experience and skills:

- **[Alternative Position 1]** â€“ [View and Apply](#)
- **[Alternative Position 2]** â€“ [View and Apply](#)
- **[Alternative Position 3]** â€“ [View and Apply](#)

Additionally, we recommend exploring opportunities with our industry partners:

- **[Industry Job Board 1 or Partner Organization]** â€“ [Browse Openings](#)
- **[Industry Job Board 2 or Partner Organization]** â€“ [Browse Openings](#)

We value your interest in joining [Company Name] and wish you the best in your job search and future endeavors. Please feel free to apply for future openings with us as they become available.

Thank you once again for your time and interest.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]