

Rejection Letter Template with Guidance on Skills Development

This **rejection letter template with guidance on skills development** offers a professional and empathetic way to inform applicants about their unsuccessful job application while providing constructive feedback. It encourages candidates to enhance their qualifications by highlighting specific areas for improvement and suggesting resources or training opportunities. This approach not only maintains a positive relationship with applicants but also supports their career growth and future success.

Dear [Applicant Name],

Thank you for your interest in the [Job Title] position at [Company Name], and for the time and effort you put into your application.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. We received a large number of highly qualified applicants, and the decision was challenging.

While your skills and experience are impressive, we noticed some areas where you can further strengthen your qualifications:

- **[Skill/Competency #1]:** [Brief feedback on this skill, e.g., consider gaining more experience with...]
- **[Skill/Competency #2]:** [Brief feedback on this skill, e.g., enhancing your knowledge in...]

To support your professional development, you may find the following resources helpful:

- [\[Resource 1 Name or Course\]](#)
- [\[Resource 2 Name or Course\]](#)

We appreciate your interest in joining our team and encourage you to apply for future openings that match your skills and goals. Thank you again for considering a career with [Company Name].

Wishing you all the best in your job search and professional development.

Sincerely,
[Your Name]
[Your Title]
[Company Name]