

This **rejection letter template with career advice included** provides a professional and empathetic way to inform candidates about their application status while offering constructive guidance for their career development. The template not only communicates the decision clearly and respectfully but also encourages candidates to continue improving their skills and exploring other opportunities. By combining a courteous rejection with valuable career advice, this approach helps maintain a positive employer brand and supports candidates' long-term growth and motivation.

## Rejection Letter Template with Career Advice

Dear [Candidate Name],

Thank you very much for your interest in the [Job Title] position at [Company Name] and for the time and effort you invested throughout the selection process. After careful consideration, we have decided to move forward with another candidate whose qualifications more closely match the needs of this specific role.

Please know that this decision was not easy, as we were impressed by your background, skills, and experiences. We truly appreciate your enthusiasm for joining our team and the insights you shared during the interview process.

While we are unable to offer you a position at this time, we wanted to share some constructive feedback and career advice that may support your professional growth:

- **Continue to build and showcase your skills:** Consider taking additional courses or certifications in [relevant skill or field] to further enhance your expertise.
- **Network within your industry:** Engage with professional organizations, attend industry events, and connect with peers on platforms like LinkedIn to expand your network and learn about new opportunities.
- **Refine your interview techniques:** Practice articulating your achievements using the STAR (Situation, Task, Action, Result) method, and consider seeking feedback from mentors or career advisors.
- **Customize your applications:** Tailor your resume and cover letter to highlight the qualifications and experiences most relevant to each position you pursue.

We encourage you to apply for future openings at [Company Name] that align with your interests and skills. If you would like additional feedback regarding your application or interview, please don't hesitate to reach out.

Once again, thank you for your interest in joining our team. We wish you every success in your ongoing career journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]