

## **Sample Rejection Letter with Personalized Polite Thank You for Interview Participation**

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the [Job Title] position at [Company Name]. We truly appreciate your interest in joining our team and the effort you invested throughout the selection process.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate whose qualifications and experience more closely align with the needs of this role at this time. This decision was not easy, as we were impressed by your skills and accomplishments.

We value the opportunity to learn more about you and sincerely appreciate the insights you shared during your interview. Your passion and dedication were evident, and we hope you will consider applying for future opportunities with us.

Once again, thank you for your interest in [Company Name] and for the time and thoughtfulness you dedicated to the interview process. We wish you every success in your ongoing career search and future endeavors.

Kind regards,

[Your Name]

[Your Job Title]

[Company Name]