

# HR Rejection Letter Template: Not Shortlisted for Interview

**Subject:** Application Update â€™ [Position Title] at [Company Name]

Dear [Applicant Name],

Thank you for your interest in the **[Position Title]** role at **[Company Name]** and for taking the time to submit your application.

After reviewing your materials, we regret to inform you that you have not been selected to progress to the interview stage for this position. The decision was not an easy one, as we received a large number of highly qualified applications.

We sincerely appreciate your interest in joining our team and the effort you put into your application. We encourage you to review future openings on our [career page](#) and apply for any positions that align with your experience and qualifications.

Thank you again for considering **[Company Name]** as a potential employer. We wish you all the best in your job search and future career endeavors.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]