

Rejection Letter Example

Dear [Candidate Name],

Thank you for taking the time to apply for the [Position Title] position at [Company Name]. We appreciate your interest in joining our team and the effort you put into your application and interview.

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely match our current needs. This decision was not easy, as we received applications from many talented individuals, including yourself.

We encourage you to apply for future openings that align with your skills and experience. To support your continued career development, you may find the following resources helpful:

- [The Muse “Job Search Advice](#)
- [Indeed “Resume and Cover Letter Templates](#)
- [LinkedIn Learning “Interview Tips](#)
- [CareerOneStop “Resume Templates](#)

Thank you again for your interest in [Company Name]. We wish you the very best in your job search and future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Suggested Resources for Crafting Effective Rejection Letters

- [Workable “Candidate Rejection Letter Templates](#)
- [CareerMatch “How to Write a Rejection Letter](#)
- [The Balance Careers “Job Rejection Letter Examples](#)
- [Harvard Business Review “Constructive Feedback Tips](#)