

Formal Yet Polite Interview Rejection Letter Sample

[Your Company Letterhead]
[Date]

[Candidate Name]
[Candidate Address]
[City, State ZIP Code]

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the position of [Job Title] at [Company Name]. We 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 for this position. This was not an easy decision given the strength of your background and experience.

We were genuinely impressed by your [mention a strength or positive aspect discussed during the interview, e.g., "technical expertise" or "enthusiastic approach to teamwork"]. We encourage you to apply for future openings that match your skills and experience, as we would welcome another opportunity to consider your application.

Thank you again for your interest in [Company Name] and for the time you dedicated to our interview process. We wish you every success in your future professional endeavors.

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