

Gentle Interview Rejection Letter Template

Dear [Candidate Name],

Thank you very much for taking the time to interview with us for the **[Position Title]** position at **[Company Name]**. We truly appreciate your interest in joining our team and the effort you put into the application and interview process.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. This was not an easy decision, as we had many strong candidates, and your qualifications and experiences are impressive.

Please know that we appreciate the opportunity to learn more about you, and we hope you will consider applying to future openings that match your skills and interests. We wish you every success in your ongoing job search and in all your professional endeavors.

Thank you again for your time and interest in **[Company Name]**.

Kind regards,

[Your Name]

[Your Title]

[Company Name]