

Job Rejection Letter Example

Dear Mr. / Mrs. [Applicant's Name],

Thank you for applying for the role of [mention Job Position] at our organization, [mention Organization Name]. We appreciate your interest in joining our team. However, I would like to inform you with deep regret that your job application for the position of [mention Job Position] has been rejected.

The position received a great number of applications from qualified people, hence we had to make a very difficult decision. We sincerely appreciate your interest in our company and wish you all the very best for your future. We will keep your application on file and contact you if any other job opportunity arises in the future.

Once again, we appreciate your interest and thank you for your time and effort to apply for the job.

Best of Luck!

Sincerely,

[Your Name]

[Designation]

[Contact Details]