**Job Rejection Letter Sample**

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

Thank you for taking the time to apply for the position of [mention Job Position] in our company [mention Company Name]. We appreciate your interest in our organization.

With great distress, I have to inform you that our recruitment team has decided not to move forward with your application. Hence, we have not shortlisted your name for the final interview. Unfortunately, your qualifications and experience does not match our job requirements.

We appreciate your consideration and would encourage you to apply for future job openings at our company. Feel free to contact us to discuss anything related to your application.

All the very best to you!

Sincerely,

[Your Name]

[Designation]

[Contact Details]