

Soft Job Rejection Letter Template

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP]

Dear [Candidate's Name],

I hope this letter finds you well. On behalf of [Company Name], I would like to express our sincere appreciation for your interest in the [Position Title] role and for taking the time to go through our application and interview process. We truly value the effort and enthusiasm you demonstrated throughout.

After careful consideration, we have made the difficult decision to proceed with another candidate for the [Position Title] role. I want to emphasize that this decision was not a reflection of your abilities or qualifications. The competition was intense, and we had a pool of highly talented candidates to choose from. The decision-making

process was challenging, but ultimately, we had to make a choice based on the specific needs of the position.

I want to assure you that your application stood out for its impressive qualifications, skills, and experiences. Your [specific strengths or notable accomplishments] particularly impressed us, and we recognized the value you could bring to our organization.

While we were unable to offer you the position at this time, we genuinely believe in your potential and encourage you to continue pursuing your career goals. Your skills and talents are highly valuable, and we have no doubt that you will find success in your future endeavors.

As part of our commitment to supporting candidates, I would like to provide you with some constructive feedback. [Offer specific feedback on areas where the candidate excelled and areas where they could improve]. We believe this feedback will help you in your professional growth and enhance your future job applications.

Please keep in mind that our decision does not diminish our appreciation for your interest in our company. We will keep your resume on file for future opportunities that may align with your skills and qualifications. We encourage you to monitor our job postings and consider applying again when a suitable position arises.

If you have any further questions or would like additional information, please feel free to reach out to our HR department at [contact information]. We are more than happy to provide any assistance we can.

Thank you once again for considering [Company Name] as a potential employer. We genuinely appreciate your time, effort, and interest. We

wish you all the best in your future endeavors, and we hope our paths may cross again.

Warm regards,

[Your Name]

[Your Title]

[Company Name]