

Professional Job Rejection Letter Template

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

I hope this letter finds you well. On behalf of [Company Name], I would like to extend our gratitude for your interest in the [Position Title] role and for taking the time to engage in our application and interview process. We appreciate the effort and enthusiasm you exhibited throughout.

After careful consideration, we regret to inform you that we have selected another candidate who closely aligns with our current requirements for the position. The decision was not an easy one, as we had the opportunity to review many qualified applicants. However, we ultimately had to choose the candidate who best met the specific needs of the role.

Please know that our decision does not reflect any shortcomings on your part. We were impressed by your qualifications and the valuable skills you possess. Your [specific strengths or notable accomplishments] stood out to us and left a positive impression.

We understand that receiving this news may be disappointing. However, we encourage you to remain confident in your abilities and to continue pursuing your career goals. You possess valuable skills and experiences that will undoubtedly lead you to success in future opportunities.

Thank you for considering [Company Name] as a potential employer and for investing time in our application process. We genuinely

appreciate your interest and wish you the best in your future endeavors. Should you have any questions or require any additional feedback, please do not hesitate to reach out to our HR department at [contact information].

We hope that our paths may cross again in the future, and we remain grateful for your engagement with our organization.

All the very best to you!

Sincerely,

[Your Name]

[Designation]

[Contact Details]