

# Official Job Rejection Letter Format

[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.

First Paragraph: Begin by expressing appreciation for the candidate's interest in the [Position Title] role and for taking the time to engage in our application and interview process.

Second Paragraph: Communicate the decision to not move forward with the candidate for the position. Clearly state that another candidate has been selected and briefly explain the reasons behind the decision without undermining the candidate's abilities or qualifications.

Third Paragraph: Reiterate the candidate's positive qualities and strengths that were observed during the selection process. Provide a personalized touch to show that their application was carefully considered and valued.

Fourth Paragraph: Offer encouragement and express optimism for the candidate's future endeavors. Emphasize that their skills and experiences are highly valuable and that success awaits them in their pursuit of other opportunities.

Fifth Paragraph: Mention any constructive feedback, if applicable, that can aid in the candidate's professional growth and enhance their future job applications. This feedback should be specific, actionable, and provided in a supportive manner.

Sixth Paragraph: Express gratitude for the candidate's interest in the organization and reiterate that their application will be kept on file for future considerations, if applicable. Provide any relevant contact information or instructions for further communication.

Seventh Paragraph: Conclude the letter by expressing appreciation once again for the candidate's time, effort, and interest in the position. Offer best wishes for their future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]