

Polite Job Rejection Letter Sample

Dear [Candidate's Name],

I hope this letter finds you well. On behalf of [Company Name], I would like to express our sincere gratitude for your interest in the [Position Title] role and for your participation in our thorough selection process. We truly appreciate the time and effort you dedicated throughout.

After careful consideration, we regret to inform you that we have chosen to proceed with another candidate who closely aligns with our current requirements for the position. This decision was not made lightly, as we thoroughly evaluated each applicant's qualifications and potential. Although you possess commendable skills and experience, we have decided to pursue a candidate whose background and qualifications more closely match the specific needs of the role.

Please know that our decision does not reflect any shortcomings on your part. We were impressed by your [specific strengths or notable accomplishments] and recognize the value you could bring to an organization. Your qualifications were highly regarded, making this decision particularly difficult.

We understand that receiving this news may be disappointing, and we want to encourage you to remain confident in your abilities and aspirations. Your dedication and talent will undoubtedly lead you to success in future opportunities. We sincerely hope that you will continue to pursue your career goals with determination and optimism.

Thank you once again for considering [Company Name] as a potential employer and for investing time and effort in our application process. We genuinely appreciate your interest in our organization. Should you

have any questions or require further feedback, please do not hesitate to reach out to our HR department at [contact information]. We are here to assist you in any way we can.

We extend our best wishes to you as you pursue new avenues and opportunities. Your passion and skills will undoubtedly contribute to your future success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]