

Sample Job Rejection Letter

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Short rejection email

Dear [Applicant's Name],

Thank you for your interest in the role of [Position Name].

Unfortunately, your application has been unsuccessful at this time.

We appreciate the time and effort you placed into your application and enjoyed meeting you.

Regards,

[Your Name]

Detailed rejection letter

Dear [Candidate's Name],

I hope this email finds you well. I wanted to reach out to thank you for applying for the [Position] at [Company] and for taking the time to interview with us. Your enthusiasm and passion for the role were evident during the interview process, and we appreciate your effort in preparing for the interview.

Unfortunately, after careful consideration, we have decided to move forward with another candidate for the position. While we were impressed with your skills and experience, we ultimately felt that the other candidate was a better fit for the role and our team.

We understand that receiving a rejection can be disappointing, and we want to assure you that this decision was not made lightly. In addition to evaluating your skills and experience, we also considered your fit with the team and your potential for success in the role.

Although we will not be moving forward with your application now, we encourage you to continue applying for positions at [Company] in the future. If you would like, we would be happy to provide feedback on your application to help you in your job search.

Again, we appreciate your interest in [Company] and your time and effort in applying for the position.

We wish you the best of luck in your job search.

Kind regards,

[Your Name]

[Job Title]

[Company]

Replace the text in [brackets] before sending. Where possible, add one piece of constructive, personal feedback - it takes a minute and leaves candidates with a positive impression of your business.

