

## Simple Job Rejection Letter Template (Post-Interview)

Hi <Name of Candidate>,

Thank you for taking the time to speak to me and interview for the position of <Position Title> at <Company Name>.

Unfortunately, we will not be moving forward with your candidacy. We wish you the best of luck in your future endeavors.

Sincerely,  
<Hiring Manager Name>  
<Position>  
<Company Name>

## Advanced Job Rejection Letter Template (Post-Interview)

Hi <Candidate Name>,

Thank you for taking the time to speak to me and interview for the position of <Position Title> at <Company Name>.

Unfortunately, you were not selected to continue in the hiring process. We have decided to move forward with other candidates that more closely align with our job requirements and needed skills.

We will keep your resume on file should we have a role open in the future that more closely matches your skills and experience.

Sincerely,  
<Hiring Manager Name>  
<Position>  
<Company Name>

## Simple Applicant Rejection Letter Template

Hi <Candidate Name>,

Thank you for taking the time to apply for the position of <Position Title> at <Company Name>.

Unfortunately, you have not been selected for an interview.

We wish you the best of luck in your future endeavors.

Sincerely,  
<Hiring Manager Name>  
<Position>  
<Company Name>

## Advanced Applicant Rejection Letter Template

Hi <Candidate Name>,

Thank you for taking the time to apply for the position of <Position Title> at <Company Name>.

Unfortunately, you were not selected to move forward in the hiring process. We are reviewing other candidates that more closely align with our job requirements and needed skills.

We will keep your resume on file should we have a role open in the future that more closely matches your skills and experience.

Sincerely,  
<Hiring Manager Name>  
<Position>  
<Company Name>