**Rejection Letter Sample Following Interview**

Date

Name of Candidate

Address

City, State, Zip Code

Dear (Candidate Name):

We appreciate the time you took to come for an interview for our administrative assistant position at McColl's. You were not selected to return for additional interviews. We received applications from many qualified candidates, several of whom have more experience working with our Human Resources Information System, a key job requirement.

Thank you for interviewing with our team. Everyone enjoyed meeting you and we hope that you consider applying for our open positions for which you qualify in the future.

We wish you success with your current job search. We appreciate your interest in our company.

Sincerely,

Real Person's Name and Signature

Example: HR Director for the Employee Selection Team