**Sample Applicant Rejection Letter**

Date

Name of Applicant

Applicant's Address

Dear (Use Applicant's Name):

We appreciate your interest in (Company Name) and the position of (Name of Position) for which you applied. After reviewing the applications received by the deadline, yours was not selected for further consideration.

The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions in our company, for which you qualify, in the future.

We wish you every personal and professional success with your job search and in the future. Thank you, again, for your interest in our company.

Regards,

Real Person's Name and Signature

Example: HR Director for the Employee Selection Team