

Sample Post Interview Rejection Letter

Date

Applicant Name

Street Address

City, State, Zip

Salutation:

Thank you for giving us the opportunity to interview you for a position with our company. The position we discussed has been filled.

It is always difficult to choose among the many candidates whom we interview. After careful consideration, we cannot offer you a position at this time. We will however, maintain your resume in our active files for a period of one year and contact you should the need for further interviews arise.

Again, we thank you for your interest in our company and wish you every success.

Sincerely,

Name

Title

(Company Name)

Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.