

VHR Advisor Disclaimer: This is a sample document. It is suggested that you seek prior approval of a Human Resource attorney who has knowledge of the laws in your state.



Applicant Rejection Letter

<Date>

<Applicant name>

<Applicant address>

Dear <Applicant name>:

Thank you for the opportunity to meet with you and discuss your qualifications for the position of <Position> with <Company>.

We sincerely regret that we cannot offer you employment with our company at this time as we have concluded that another candidate's qualifications more closely match our requirements.

Thank you for your interest and the time you have invested in interviewing with <Company name>. We wish you much success in your career.

Sincerely,

<Name>

<Title>