

SAMPLE REJECTION LETTER

The template below will help you draft a letter to advise unsuccessful candidates that they were not selected for the position.

(Company's name and address, if letterhead is not used)

(Date)

(Applicant's name and address)

Re: (position applied for)

Dear Mr./Mrs./Ms. (Name):

You recently applied for the position of (position title) with our company. We have carefully considered your application, and have concluded that another candidate more closely matches our needs at this time.

Thank you for your interest in our company. We wish you the best of success in your job search.

Sincerely,

(Name and position of person sending letter)

(Company name)