Rejection Letter Sample

Email Subject Line: (Job Title)

Dear (Applicant Name):

Thank you for your interest in working for the (Department). We received a number of applications for the position and have determined that another candidate is better suited for our opening at this time. This letter is to let you know that you have not been selected for the position.

We would be pleased to consider you for future openings should your schedule and qualifications meet our needs. In the meantime, we wish you success in your job search and in the semester ahead.

Sincerely,

Your Name

Email Signature