

Sample Applicant & Interview Rejection Letter

[*Insert Date Here*]

[*Name of Applicant*]

[*Applicant's Address*]

[*Applicant's Email Address*]

Dear [*Applicant's Name*],

Thankyou for your interest in the role of [*Position Name*] with [*Name of Company*].

Unfortunately your application has been unsuccessful at this time. It's important to note that competition was very strong for this position and

[*Option 1: we would encourage you to apply to other positions with us in the future.*]

[*Option 2: although we were impressed with you as a candidate, we did not feel you were a good fit for our organisation.*]

We appreciate the time and effort you placed into your application, and enjoyed meeting you.

We wish you all the best with your career endeavours in the future.

Regards,

[*Your Name*]

[*Company Name*]

[*Signature*]