Rejection Letter Structure

“Date” “Company Title”

“Dear (Applicant)”

“We received a number of applications for the (job role) etc.”

Number of different sections with varying responses added in via the user from the Windows form. With the ability to add comments with the use of free comments box.

CV length

CV brevity

Lack of experience

Lack of qualifications

Something about personality

Free comments box

“We wish you the best of luck for the future etc...”

“Regards”

HR Persons name