**Regret Letter - Sample Template**

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| Candidate’s Name]  [Application ID]  [Date]  Subject: Application not selected for the interview of [JOB TITLE]  Dear APPLICANT NAME,  We regret to inform you that your application for the position of [Position Title], ID [ID Number], has not been shortlisted for an interview. We appreciate your interest and the effort you put into applying.  While your application was carefully reviewed, it wasn't selected this time. We encourage you to keep pursuing your career goals as your qualifications may align with future opportunities.  Thank you for considering us as your potential employer, and we value the diverse perspectives applicants bring to our process.  Best regards,  [Your name]  [Name of the company] |