

Job Applicant Rejection Letter

Date: _____

To:

Dear _____:

Thank you for applying for a position with our company:

We interviewed many applicants for this position in our search process and have, unfortunately hired another applicant for the position for which you applied.

Thus, we will not be offering this position to you.

We thank you for your interest in working for our company and we will keep your application on file should another position become available.

Good luck in your job search.

Sincerely,

Signature

Printed Name