

APPLICANT REJECTION LETTER

[date]

[applicant's name]

[address]

[city, state, zip]

Dear [applicant]:

Thank you for the opportunity to meet with you and discuss your qualifications for the [position name] position.

While we were very interested to learn about your [describe] experience and skills, we have come to the decision that another candidate's qualifications match our needs more closely. Therefore, we sincerely regret that we cannot offer you employment with [company name] at this time.

We will keep your resume on file in case another opportunity arises in the near future. If another position becomes available, we will contact you at that time.

Thank you for your interest in [company name].

Sincerely,

[name]

[position]