

Formal Job Application Rejection Letter

Subject: Application Status “ [Position Name]

Dear [Applicant Name],

Thank you for applying for the [Position Name] at [Company Name]. We appreciate the time and effort you invested in your application.

After careful consideration, we regret to inform you that we will not be moving forward with your application. We encourage you to apply for future opportunities that match your qualifications.

We wish you success in your job search.

Sincerely,

[Your Name]

[Position]

[Company Name]

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