

Job Application Rejection

[Your Company Logo]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position Title] role at [Your Company Name]. We appreciate the time you invested in the interview process and the opportunity to learn more about your qualifications.

After careful consideration, we have chosen to move forward with another candidate whose skills and experience more closely align with our current needs. We were impressed with your background, but unfortunately, we are unable to offer you the position at this time.

We encourage you to keep an eye on our careers page for future opportunities that match your expertise. We wish you the best in your job search and professional endeavors.

Thank you again for considering [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]