

Respectful Rejection Message

Subject: Update on Your Application for [Position Title]

Dear [Candidate Name],

Thank you for taking the time to apply for the [Position Title] position and for speaking with us about your qualifications and career goals.

After careful consideration, we have decided to move forward with another candidate whose qualifications more closely match our current needs. This was a difficult decision as we received many strong applications.

We were impressed by your [specific positive quality] and encourage you to apply for future positions that match your skills and experience. We will keep your resume on file for [timeframe].

We wish you the best in your job search and future career endeavors.

Sincerely,

[Name]

[Title]

[Company Name]

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