

Post Interview Rejection Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

I hope this letter finds you well. I wanted to take a moment to express my sincere appreciation for your interest in the [Job Title] position at [Company Name]. We truly value the time and effort you invested in the interview process.

After careful consideration and thorough review, we regret to inform you that we have chosen to move forward with another candidate for the [Job Title] position. While your qualifications and experience were impressive, our decision was based on a combination of factors, including the specific needs of the role and the qualifications of the selected candidate.

Please know that this decision was not made lightly, and we recognize the effort you put into preparing for and participating in the interview process. Your skills and background are indeed valuable, and we encourage you to continue pursuing opportunities that align with your career goals. We understand that receiving this news can be disappointing, and we want to assure you that this outcome does not reflect a lack of appreciation for your talents. We will keep your application on file for future openings that may be a better match for your skills and experience.

Once again, we appreciate your interest in joining our team and wish you all the best in your future endeavors. If you have any questions or would like feedback regarding your interview, please feel free to reach out to us.

Thank you for considering [Company Name] as a potential employer. We wish you every success in your job search and beyond.

Sincerely,

[Your Name]

[Your Title]

[Company Name]