

Encouraging and Constructive Rejection Letter

Subject: Thank You for Your Application - [Position Title]

Dear [Candidate Name],

Thank you for your application for the [Position Title] position at [Company Name]. We were impressed by your background in [specific area] and your enthusiasm for our organization.

While your qualifications are strong, we have selected a candidate whose experience in [specific skill/area] more closely matches our immediate needs for this particular role.

We were particularly interested in your experience with [mention something positive from their resume] and would encourage you to apply for future positions that align with your expertise, especially opportunities in [relevant department/area].

We will keep your resume on file for six months and will reach out if a suitable position becomes available.

Thank you again for considering [Company Name] as your potential employer.

Warm regards,

[Your Name]

[Title]

[Company Name]

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