

Formal Corporate Rejection Letter

Subject: Re: Application for [Position Title] - Decision Notification

Dear Mr./Ms. [Last Name],

We acknowledge receipt of your application dated [Date] for the position of [Position Title] within our organization.

Following a comprehensive evaluation of all submitted applications, our selection committee has determined that your qualifications, while respectable, do not align with the specific requirements and criteria established for this position.

We extend our appreciation for your interest in joining our organization and for the time invested in preparing your application materials.

Your resume will remain in our candidate database for a period of twelve months for consideration of future opportunities that may better suit your professional background.

We wish you continued success in your career endeavors.

Respectfully,

[Your Name]

[Title]

[Company Name]

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