Application rejection email

Send it within 5 to 7 days of the application, as soon as the screening decision is made. For roles with a fixed closing date, send all unsuccessful application emails within a week of the close.

STANDARD

Subject: Your application for [Job Title]

Hi [First Name],

Thank you for applying for the [Job Title] position at [Company].

We've reviewed your application, and we won't be moving forward to interviews with you for this role. We received many applications, and we've shortlisted candidates whose experience most closely matches this position's requirements.

We'd be happy to see your application for other roles that fit your background. Current openings are at [Careers Page Link].

Thanks again for your interest in [Company].

[Your Name]
[Title], [Company]

SHORT

Subject: Update on your [Company] application

Hi [First Name],

Thanks for applying for [Job Title]. We've decided not to move forward with your application for this role.

We appreciate your interest and wish you success in your search.

[Company] Recruiting Team

DID NOT MEET A STATED REQUIREMENT

Subject: Your application for [Job Title] at [Location]

Hi [First Name],

Thank you for applying to be a [Job Title] at our [Location] site.

This role requires [specific, objective requirement stated in the posting, e.g. availability for overnight shifts from 10pm to 6:30am / a current CDL Class A]. Based on your application, we aren't able to move forward for this position.

If your [availability / certification] changes, you're welcome to apply again. We also have openings that may suit you better, such as [Alternative Role]: [Job Link]

Thanks for your interest,

[Company] Recruiting Team

TALENT POOL INVITATION

Subject: [First Name], thanks for applying to [Company]

Hi [First Name],

Thanks for applying for the [Job Title] role. We've filled our interview slots for this opening, so we won't be moving your application forward this time.

Your background could be a good match for future roles on our [Team / Department] team. With your permission, we'd like to keep your details and contact you when something suitable opens. Just reply "yes" and we'll add you to our talent community.

Thank you for considering [Company].

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your application for [Job Title]
- Update on your [Company] application
- [Job Title] application status
- Thank you for applying to [Company]
- Regarding your application for [Job Title]
- [First Name], thanks for applying to [Company]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company] Recruiting. Thanks for applying for [Job Title]. We won't be moving forward with your application this time. See other openings at [Careers Page Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Location], [Careers Page Link], [Alternative Role], [Job Link], [Team / Department], [Your Name], [Title]