Rejection email after assessment

Send it within one to two business days of the result, and the same day for automated tests in high-volume funnels. The longer the assessment took, the faster and more personal the reply should be.

STANDARD

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

Hi [First Name],

Thank you for taking the time to complete the [Assessment Name] for the [Job Title] role.

We've reviewed your results, and we won't be moving your application forward at this stage. The assessment measures [Skill Area, e.g. typing speed, accuracy and how you handle a simulated customer chat], and for this role we need results above a set level in each area.

You're welcome to apply again after [Retest Period, e.g. 90 days]. Many candidates do better the second time.

Thanks again for your interest in [Company].

[Your Name]
[Title], [Company]

WITH A RETEST WINDOW

Subject: Your [Assessment Name] result and next steps

Hi [First Name],

Thanks for completing the [Assessment Name]. Your result didn't reach the level we need for [Job Title] right now, so we won't continue with this application.

You can retake the assessment from [Retest Date]. A few things that help:

- [Tip 1, e.g. take it on a computer rather than a phone]
- [Tip 2, e.g. find a quiet spot with a reliable connection; the call simulation uses audio]
- [Tip 3, e.g. practice with the sample questions here: [Practice Link]]

When you're ready, use this link to start again: [Retest Link].

Good luck,
[Your Name]
[Company] Recruiting

AFTER A TAKE-HOME TASK

Subject: Thank you for your work on the [Task Name]

Hi [First Name],

Thank you for the time you put into the [Task Name]. I know it took real effort, and the team read it carefully.

We've decided not to move forward with your application for [Job Title]. The main reason was [Specific, Job-related Reason, e.g. the analysis answered the question but didn't include the cost assumptions we asked for, which are central to this role].

[Optional: One Genuine Strength, e.g. Your written summary was clear and well structured.]

If you'd like to talk it through, I'm happy to set up a 15-minute call. Either way, thank you again.

[Your Name]
[Title], [Company]

HIGH-VOLUME, AUTOMATED

Subject: Update on your [Job Title] application

Hi [First Name],

Thanks for completing the assessment for [Job Title] at [Location].

Your results didn't meet the requirements for this position, so we can't move forward with your application. You can reapply for this role after [Retest Date].

We also hire for other roles that use different skills. See current openings here: [Careers Link].

Thank you,
[Company] Recruiting

SUBJECT LINE IDEAS

- Your application for [Job Title] at [Company]
- Update on your [Job Title] application
- Your [Assessment Name] result and next steps
- Thank you for your work on the [Task Name]
- Assessment results: [Job Title]
- Your skills test and what's next

SMS / WHATSAPP VERSION

Hi [First Name], thanks for completing the [Job Title] assessment. We can't move forward this time, but you can retake it from [Retest Date]. Details and other open roles are in your email. [Company] Recruiting

Placeholders to replace: [First Name], [Job Title], [Assessment Name], [Skill Area], [Retest Period], [Retest Date], [Retest Link], [Practice Link], [Task Name], [Specific, Job-related Reason], [Location], [Careers Link], [Your Name], [Title], [Company]