Rejection email after phone screen

Send it within 2 to 3 business days of the screening call, as soon as the decision is made. If you need longer because the role is on hold, send a status update instead of leaving the candidate waiting.

STANDARD

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

Hi [First Name],

Thank you for taking the time to speak with me on [Call Day] about the [Job Title] role.

After reviewing our conversation against what the team needs right now, we've decided not to move forward with your application. [Optional: For this role we're focusing on candidates with more hands-on experience in [Specific Skill or Requirement].]

I enjoyed hearing about [Specific Detail From the Call], and I'd encourage you to keep an eye on our careers page at [Careers Link].

Thanks again, and best of luck in your search.

[Your Name]
[Title], [Company]

SHORT

Subject: Update on your [Job Title] application

Hi [First Name],

Thanks for speaking with me on [Call Day]. We've decided to move forward with other candidates for the [Job Title] role, so we won't be scheduling a next interview.

I appreciate your time and wish you the best.

[Your Name]
[Title], [Company]

KEEP IN TOUCH (STRONG CANDIDATE, WRONG FIT)

Subject: [Job Title] update, and staying in touch

Hi [First Name],

Thank you for the conversation on [Call Day]. I'll be straightforward: we're not moving forward for the [Job Title] role, mainly because [Reason, e.g. the team needs someone who can be on-site in [Location] four days a week].

That said, I was impressed by [Specific Strength], and I think you'd be a strong fit for roles like [Related Role] that open on our [Team] team a few times a year. With your permission, I'll keep your details on file and reach out directly when one opens.

If you'd rather I didn't, just let me know.

All the best,
[Your Name]
[Title], [Company]

HIGH-VOLUME (HOURLY ROLES)

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

Hi [First Name],

Thanks for your phone interview for the [Job Title] position at [Location]. We've filled the openings we're hiring for right now with candidates whose availability was a closer match to the schedule.

We hire for this role often. You're welcome to apply again after [Date] or for other locations at [Careers Link].

Thanks for your interest in [Company].

[Company] Recruiting Team

SUBJECT LINE IDEAS

- Your application for [Job Title] at [Company]
- Update on your [Job Title] application
- Following up on our call
- Thank you for speaking with us, [First Name]
- [Job Title] update, and staying in touch
- Your phone interview with [Company]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Thanks for our call about [Job Title]. We've decided to move forward with other candidates this time. I appreciate your time and wish you the best. You're welcome to apply again at [Careers Link].

Placeholders to replace: [First Name], [Job Title], [Call Day], [Specific Skill or Requirement], [Specific Detail From the Call], [Specific Strength], [Related Role], [Reason], [Location], [Team], [Date], [Careers Link], [Your Name], [Title], [Company]