# Candidate Rejection Letters

Choose the version that matches how far the candidate got. Replace every [Placeholder]. Send by email from a monitored address, or on letterhead if your organization mails letters. Do not add reasons unless they are short, accurate and job-related.

## VERSION A: AFTER APPLICATION REVIEW (NO INTERVIEW)

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

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Company]. We have reviewed your application and decided not to move forward with it for this role.

We received a large number of applications and are progressing with candidates whose experience most closely matches the requirements for this position.

[Optional: We'd welcome an application from you for future openings. You can see current roles at [Careers Page URL].]

Thank you for your interest in [Company], and we wish you the best in your search.

Sincerely,
[Your Name]
[Your Title]
[Company]

## VERSION B: AFTER A FIRST INTERVIEW OR PHONE SCREEN

Subject: Update on your [Job Title] application

Dear [Candidate Name],

Thank you for taking the time to speak with [Interviewer Name / our team] on [Interview Date] about the [Job Title] role. We appreciated learning about your experience at [Previous Employer or relevant detail].

After careful review, we have decided to move forward with other candidates whose background more closely fits what this role needs right now.

We will keep your details on file for [period, e.g. 12 months], and if a role opens that fits your experience, [we may reach out / you're welcome to apply].

Thank you again for your time and interest in [Company].

Best regards,
[Your Name]
[Your Title]
[Company]
[Phone or Email]

## VERSION C: AFTER A FINAL-ROUND INTERVIEW

Subject: Your [Job Title] interviews with [Company]

Dear [Candidate Name],

Thank you for the time and effort you put into our interview process for the [Job Title] position, including [the panel interview / work sample / site visit] on [Date].

This was a difficult decision. We have offered the role to another candidate whose experience in [one job-related area, e.g. multi-site scheduling] was a closer match for what the team needs right now.

The team was impressed by [one specific, genuine strength, e.g. your approach to the staffing exercise], and we would like to stay in touch. If it's all right with you, [Recruiter Name] will reach out when a similar role opens. [Optional: If you'd like brief feedback, reply to this email and I'll set up a short call.]

Thank you again, and we wish you every success.

Warm regards,
[Your Name]
[Your Title]
[Company]
[Phone]

### VERSION D: POSITION CANCELED OR PUT ON HOLD

Subject: Update on the [Job Title] position

Dear [Candidate Name],

Thank you for your interest in the [Job Title] role and for the time you have spent with us so far.

I'm writing to let you know that [Company] has decided [not to fill this position at this time / to put this position on hold] because of [a change in business needs / a reorganization of the team]. This decision is not a reflection of your qualifications.

If the role reopens, we will contact you before posting it publicly. [Optional: You may also be a fit for [Other Job Title], and I'd be glad to talk about it.]

Thank you for your patience and understanding.

Sincerely,
[Your Name]
[Your Title]
[Company]