**Application Rejection Letter Template**

**SAMPLE 1: APPLICANT REJECTION LETTER (INTERVIEWED)**

[Date]

[Applicant’s Name]

[Applicant’s Address]

[Applicant’s City, State and Zip Code]

Dear [name of applicant]:

Thank you for your interest in the position of [fill in specific position applied for].  We appreciated the opportunity to interview you and review your credentials.

Although your background and qualifications are impressive, we have decided to move forward with another candidate whose qualifications and overall credentials were a better fit for the organization. It was a difficult decision. [If this is more of a culture fit issue, you might just say ‘we have decided to move forward with another candidate who was a better fit for the role.’]

Thank you for your interest and we wish you the best of luck in your job search.

Sincerely,

[Your name]

[Your title]

[Your organization]

**SAMPLE 2: APPLICANT REJECTION LETTER (NEVER INTERVIEWED)**

[Date]

[Applicant’s Name]

[Applicant’s Address]

[Applicant’s City, State and Zip Code]

Dear [name of applicant]:

Thank you for your interest in the position of [fill in specific position applied for].  We have been fortunate in receiving many qualified candidates for this position and have therefore been unable to speak to every candidate.

At this time, we have selected the candidates that will move forward to the next stage, but we wanted to thank you for your interest and we wish you the best of luck in your job search.

Sincerely,

[Your name]

[Your title]

[Your organization]