



HOW TO WRITE A REJECTION LETTER

Free Template



We've all been there, and if you haven't the chances are that you will be at some stage. If someone applies for a job with you, it's basic manners to reply - after all the shoe could easily be on the other foot, given the state of the world at the moment. Here's an example of how to write a job rejection letter:

Hi (insert name of candidate),

Thanks so much for your interest in the (insert title) position and for the time you invested in your application and in working for our organisation. We appreciated the opportunity to learn more about you and your expertise.

After carefully reviewing your application, we unfortunately won't be moving forward with it.

We received (insert number) applications for this role and it was an unusually high number of candidates. We are unable to give individual feedback, but there were particular areas that we prioritised and which helped candidates stand out:

(Insert three examples. If you use a method like STAR please also include a line on encouraging candidates to use this in their application questions).

We encourage you to check our website for further opportunities with (insert name of company) and apply again. Thank you again for considering (insert name of company). We wish you every success with your job search and career.

Best,

(Insert name of hiring manager)

Please copy and paste this and feel free to use it!

