

Employee Rejection Letter

From,

Date

To,

Dear [applicant],

Thank you for your interest in the [position] at [company]. We appreciate the time you took to apply and interview with us and are grateful for the opportunity to get to know you better.

Unfortunately, after careful consideration, we have decided to move forward with another candidate for the position. Please know that this decision was not easy and was based on several factors, including the qualifications and experiences of all the candidates we interviewed.

Additionally, we would like to offer some feedback on your interview performance. We were particularly impressed by your [specific strength] and think you have a lot of potentials. In the future, you may want to consider [specific suggestion for improvement] to enhance your chances of success in job interviews.

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

Sincerely,

[Your name]