



Rejection Note

Dear [Insert candidate's name],

Thank you for applying for the [Insert title] position at [Insert a company name] .

We carefully reviewed your skills and qualifications and enjoyed meeting with you. At this time, we have decided to move forward with another candidate for the position. We appreciate the time you invested to apply for this position at [Insert a company name], and we encourage you to pursue future openings.

Best wishes for a successful job search. Thank you, again, for your interest in our company.