

# Job Application Rejection Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Email: [Applicant's Email]

Phone: [Applicant's Phone Number]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to apply. We appreciate the effort you put into your application and interview.

After careful consideration, we regret to inform you that we have chosen to move forward with another candidate who we feel more closely meets our needs for this position. This decision was not easy, as we had a number of qualified applicants.

We encourage you to apply for future openings that align with your skills and experience. We truly appreciate your interest in our company and wish you the best of luck in your job search.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]