

Letter of Acknowledgement and Screening Rejection

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and the opportunity to learn about your skills and experiences.

After careful consideration, we regret to inform you that we will not be moving forward with your application at this time. While your qualifications are impressive, we had many strong candidates, and the selection process was highly competitive.

We encourage you to apply for future openings that match your skills and interests, and we wish you the best of luck in your job search.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]