

# 3 Candidate Rejection Letter Sample Email Template

## Rejection email template for budgetary or organizational changes

Subject: Update on Your Application for [Job Title] at [Company Name]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for taking the time to interview with our team. We truly appreciate you sharing your experience and qualifications with us.

I'm writing to inform you that due to unforeseen budgetary adjustments and organizational restructuring, we've had to put the [Job Title] role on hold. This was a difficult decision, and it wasn't made lightly.

Unfortunately, this means we won't be able to move forward with your application at this time. Please know that this decision is not a reflection of your skills or experience. We were very impressed with [mention something specific you liked - optional].

We understand this news may be disappointing, and we sincerely apologize for any inconvenience it may cause.

We will keep your resume on file and will reach out if a suitable opportunity arises in the future. In the meantime, we wish you the best of luck in your job search.

Thanks again for your understanding.

Sincerely,

[Your Name] [Your Title] [Company Name]

## Rejection email template: Not moving forward with an interview

Subject: Update on Your Application

Dear [Candidate'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.

After reviewing your application, we have decided not to move forward with your candidacy at this time. We received a large number of applications and had to make some tough decisions.

We encourage you to apply for future opportunities that match your skills and experience. We wish you all the best in your job search and future endeavors.

Thank you once again for considering a career with us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Candidate email rejection template: After an interview, including specific feedback

Subject: Thank You for Your Interview

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position with us. We enjoyed getting to know you and learning about your skills and experiences.

After careful consideration, we have decided to move forward with another candidate for this role. This decision was not easy, as we were impressed with your qualifications and the thoughtful insights you shared during our conversation.

We would like to offer you some feedback that we hope you find helpful:

- **Strengths:**
  - Your ability to [mention specific skill or experience] was particularly impressive.
  - We appreciated your approach to [mention relevant task or project].
- **Areas for Improvement:**
  - We encourage you to further develop your skills in [mention specific area]. This could enhance your ability to [mention relevant task or responsibility].

We believe you have great potential and hope you continue to pursue your career goals with confidence. Please feel free to apply for future openings that match your skills and interests.

Thank you once again for your interest in joining our team. We wish you all the best in your job search and future endeavors.

Warm regards,