

2 Counter Offer Response Email Template to Candidate

Rejection email template for budgetary or organizational changes

Subject: Update on Your Application Process

Hi [Candidate's Name],

I hope this message finds you well. I want to thank you for your interest in the [Job Title] position at [Company Name]. It was a pleasure to learn about your skills and experiences during the interview process.

After careful consideration, we have had to make some changes in our hiring plans due to recent budgetary and organizational shifts. Unfortunately, this means we are unable to move forward with your application for the [Job Title] role at this time.

Please know that this decision was not a reflection of your qualifications or abilities, which were impressive. We truly appreciate the time and effort you invested in the interview process.

We will keep your resume on file and reach out should there be a suitable opportunity in the future. In the meantime, we wish you the best in your job search and future endeavors.

Thank you once again for your interest in joining our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Rejection email template: After an early-stage interview

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

Dear [Candidate Name],

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

After careful consideration, we've decided to move forward with other candidates whose qualifications and experience more closely align with the requirements of this role.

This decision wasn't easy, as we were impressed with [mention something specific you liked - e.g., their enthusiasm, a particular skill they mentioned, or their understanding of the industry].

We wish you the best of luck in your job search and future endeavors.

Sincerely,