

# 4 Email Invitation Template for Personality Test

## Standard rejection email template

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 invested in your application and the opportunity to learn about your skills and experiences.

After careful consideration, we have decided to move forward with other candidates who more closely match the requirements for this role. This decision was not easy, given the high caliber of applicants like yourself.

We encourage you to apply for future openings that match your profile. Your resume will remain on file, and we will reach out if a suitable opportunity arises.

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

Warm regards,

[Your Full Name] [Your Job Title] [Company Name] [Contact Information]

## Rejection email template for candidates who don't meet requirements

Subject: Update on Your Application

Hi [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 qualifications, we have decided to move forward with other candidates who more closely meet the requirements for this role. This decision was not easy, as we received applications from many talented individuals.

We encourage you to keep an eye on our careers page for future opportunities that may align with your skills and experience. We would be happy to consider your application again.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

## Rejection email template for internal 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 complete our personality assessment. We truly appreciate you sharing your time and insights with us.

I'm writing to inform you that we've made the difficult decision to put this role on hold due to internal changes. This decision wasn't a reflection of your qualifications or the results of your personality test, which we reviewed carefully. The change is related to [briefly explain the reason, e.g., a restructuring of the team, a shift in project priorities, or budget adjustments].

We understand this news may be disappointing, and we sincerely apologize for any inconvenience it may cause. We were impressed with your profile and the skills you demonstrated.

We will keep your resume on file and reach out if a suitable position opens up in the future. In the meantime, we encourage you to check our careers page regularly for new opportunities: [Link to Careers Page].

Thank you again for your interest in [Company Name]. We wish you the best of luck in your job search.

Sincerely,

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

## Rejection email template with feedback

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 complete our assessment. We appreciate you sharing your skills and experience with us.

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

While your application was strong, we wanted to provide some feedback based on your assessment performance:

- **[Area 1]:** [Specific observation and constructive feedback. E.g., "Your responses indicated a good understanding of [Skill], but there's room to grow in applying it to complex scenarios."]
- **[Area 2]:** [Specific observation and constructive feedback. E.g., "Your communication style was clear and concise. Consider adding a bit more detail when explaining your reasoning."]
- **[Area 3]:** [Specific observation and constructive feedback. E.g., "We noticed that [Skill] could be improved. Here are some resources to help you [Resource link]" ]

We encourage you to continue developing your skills and to apply for other positions at [Company Name] in the future that may be a better fit.

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

Sincerely,