

# 3 Email Template to Request Missing Information From a Job Application

## 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.

While your profile was impressive, we regret to inform you that we will not be moving forward with your application at this time. This decision is not a reflection of your qualifications or experience. Due to recent organizational changes/budgetary adjustments within the company, we have had to put this role on hold/re-evaluate our hiring needs.

We understand this may be disappointing news, and we sincerely apologize for any inconvenience it may cause. We encourage you to apply for other suitable openings at [Company Name] in the future.

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

Sincerely,

The [Company Name] Team

Alternatively, if you want to keep the candidate warm:

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.

While your profile was impressive, we regret to inform you that we will not be moving forward with your application *for this specific role* at this time. This decision isn't about your qualifications. Due to some internal restructuring/changes to our budget, we've had to temporarily pause the search/rethink the role's requirements.

We were very impressed with your background and would like to keep you in mind for future opportunities that might be a better fit. Would you be open to connecting on LinkedIn?

We understand this may be disappointing news, and we sincerely apologize for any inconvenience it may cause. We wish you the best of luck in your job search and hope to connect with you soon.

Sincerely,

The [Company Name] Team

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

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 submit your application.

After careful consideration of all applications, we have decided not to move forward with your candidacy at this time. This decision was not easy, as we received a large number of qualified applications.

We truly appreciate you considering [Company Name] as a potential employer. We wish you the best of luck in your job search.

Sincerely,

The [Company Name] Team

## Rejection email template: After an early-stage interview

Subject: Thank You for Your Interview

Dear [Candidate's Name],

Thank you for taking the time to interview with us for the [Job Title] position. We appreciate the effort you put into the application process and enjoyed learning more about your skills and experiences.

After careful consideration, we have decided to move forward with other candidates who more closely match the needs of the position at this time. This decision was not easy, as we had many qualified applicants.

We appreciate your interest in joining [Company Name] and encourage you to apply for future openings that align with your skills and career goals. Thank you once again for your time and effort.

Wishing you all the best in your job search and future endeavors.

Warm regards,

[Your Name]

[Your Position]