

2 Exit Interview Invitation Email Template

Personalized rejection email template

Subject: Thank You for Your Application at [Company Name]

Hi [Candidate's Name],

Thank you for taking the time to apply for the [Job Title] position at [Company Name]. We appreciate the effort you put into your application and the interest you have shown in joining our team.

After reviewing your application, we have decided to move forward with other candidates who more closely match the specific requirements for this role. This was not an easy decision given the quality of applicants like yourself.

We were genuinely impressed by your skills and experience, particularly [mention any specific skill or experience]. We encourage you to apply for future openings that match your qualifications. We're always looking for talented individuals, and we would love to see your application again.

Thank you once more for your interest in [Company Name]. We wish you all the best in your job search and future professional endeavors.

Warm regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

Rejection email template for candidates after multiple interviews

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 truly appreciate you investing your time and energy in our interview process, especially through multiple rounds.

After careful consideration, we have decided to move forward with another candidate whose qualifications and experience more closely align with the specific requirements of this role at this time. This was a difficult decision, as we were very impressed with [mention 1-2 specific positive qualities, e.g., your technical skills, your enthusiasm, your problem-solving abilities].

We want to provide you with some specific feedback based on your interviews:

- [Specific area for improvement 1, e.g., While your experience with X was strong, we were looking for more depth in Y.]
- [Specific area for improvement 2, e.g., Your communication skills are good, but in this role, we need someone who can also do Z.]

We encourage you to continue developing your skills in these areas. We were genuinely impressed with your [mention a strength again], and we believe you have a lot to offer.

We will keep your resume on file for future opportunities that may be a good fit. In the meantime, we wish you the best of luck in your job search.

Sincerely,