

4 Email Template to Request Feedback From Candidates After an Interview

Rejection email template for specific requirements

Subject: Thank You for Your Interest in [Job Title] at [Company Name]

Hi [Candidate's Name],

Thank you for taking the time to interview for the [Job Title] position with us at [Company Name]. We appreciate your interest in joining our team and the effort you put into the interview process.

After careful consideration, we have decided to move forward with another candidate who more closely aligns with the specific requirements for this role. This was not an easy decision, as we were impressed by your skills and experiences.

We want to encourage you to apply for future openings that match your qualifications. We will keep your resume on file and reach out if we find a position that fits your profile.

Thank you once again for your interest in [Company Name]. 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 budgetary or organizational changes

Subject: Update on Your Application Process

Hi [Candidate's Name],

Thank you for taking the time to interview with us for the [Job Title] position. We appreciate your interest in joining our team.

After careful consideration, we have decided to pause the hiring process for this role due to recent changes in our organizational structure and budgetary plans. This decision is not a reflection of your skills or qualifications, which we found impressive.

We value the effort you put into the interview process and would like to keep your resume on file for future opportunities that align with your expertise.

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

Best regards,

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

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 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 specific requirements of this role. This decision was a difficult one, as we were impressed with many aspects of your profile.

We understand that this news may be disappointing. We encourage you to apply for other suitable positions at [Company Name] in the future.

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

Sincerely,

The [Company Name] Team

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

Subject: Following Up on Your Interview 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] on [Date of Interview]. We appreciate you sharing your experience and insights 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.

We understand that this news may be disappointing. We wanted to provide you with some specific feedback based on your interview:

- [Specific Feedback Point 1 - e.g., "Your technical skills in [Specific Skill] are impressive, but we were looking for someone with more experience in [Different Skill]."]
- [Specific Feedback Point 2 - e.g., "You presented your experience with [Project/Technology] well. To improve, consider quantifying your results and impact in future interviews."]
- [Specific Feedback Point 3 - e.g., "Your enthusiasm for [Industry/Company] was evident. Next time, try to connect your passion more directly to the specific role and its responsibilities."]

We encourage you to apply for other suitable positions at [Company Name] in the future. You can view our open roles at [Link to Careers Page].

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

Sincerely,