

2 Interview Feedback to Candidates Email Template

Positive Feedback Template: Strong Skills Match

Subject: Feedback 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 insights with us.

We were very impressed with your skills and experience in [mention 1-2 specific skills/areas]. Your background in [mention relevant industry/area] is particularly strong, and it was clear you have a solid understanding of [mention a specific concept or technology discussed].

While other candidates were a slightly better fit for this specific role at this time, we were genuinely impressed with your qualifications. We encourage you to apply for other positions at [Company Name] that align with your skillset.

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

Sincerely,

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

Feedback Template: Highlighting Personality and Cultural Fit

Subject: Feedback 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 insights with us.

Following our conversations, we wanted to provide you with some feedback. While your skills and qualifications are certainly noteworthy, we've decided to move forward with candidates whose personality and work style appear to be a stronger match for our current team and company culture.

Specifically, we observed [mention 1-2 specific examples of behavior or responses that indicated a potential mismatch. Be objective and avoid subjective judgments. For example: 'During the interview, you expressed a strong preference for independent work, while this role requires a high degree of collaboration.' or 'Your examples highlighted a preference for a more structured environment, and we currently operate in a more agile and flexible manner.'].

We understand that cultural fit is a two-way street, and it's important to find an environment where you can thrive. We genuinely wish you the best in your job search and believe you'll find a role where you can shine.

Thanks again for your interest in [Company Name].

Sincerely,