

3 New Hire First Week Check-In Email Template

Rejection email template for specific requirements

Subject: Update on Your Application for [Job Title]

Hi [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 interview process.

After a careful review of your application, we have decided to move forward with other candidates who more closely match the specific requirements for this role.

We want to emphasize that this decision was not easy, as we were impressed with your skills and experiences. We encourage you to keep an eye on future opportunities with us that might be a better fit for your background.

Thank you once again for considering a career with [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: 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 apply. We appreciate you sharing your experience with us.

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

This decision is not a reflection of your skills or potential, and we encourage you to apply for other suitable openings at [Company Name] in the future. You can find our current openings on our careers page: [\[Link to Careers Page\]](#).

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 Time

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 and the effort you put into the interview process.

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

We encourage you to apply for future openings that match your skills and interests. Please feel free to reach out if you would like any feedback on your interview.

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

Warm regards,