

3 Follow-Up Email Template After Sending Job Offer Letter

Rejection email template for specific requirements

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 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. Specifically, we were looking for [mention 1-2 key requirements the candidate didn't meet, e.g., experience with a specific software, a particular certification, or years of experience in a certain field].

This decision is not a reflection of your potential or abilities. We were impressed with [mention something positive about the candidate, e.g., their enthusiasm, communication skills, or a specific project they highlighted].

We encourage you to apply for other positions at [Company Name] that may be a better fit for your background. You can find our open roles 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: Not moving forward with an interview

Subject: Update on Your Application

Hi [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application.

After careful consideration, we have decided not to move forward with your application to the interview stage. This decision was not easy, as we received many strong applications.

We will keep your resume on file for any future opportunities that align with your skills and experience. We encourage you to apply for other roles that may interest you in the future.

Thank you once again for your interest in joining our team. We wish you the best in your job search and future career endeavors.

Best regards,

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

Rejection email template: After an early-stage 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 insights with our team.

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.

This decision was a difficult one, as we were impressed with [mention something specific you liked about the candidate - e.g., their enthusiasm, a particular skill, or experience].

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

Sincerely,