

3 Post-interview Rejection Letter Sample Email Template

Rejection Email Template: General Feedback

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 have decided to move forward with other candidates whose qualifications and experience more closely align with the specific requirements of this role.

While we were impressed with [mention something specific you liked, e.g., their enthusiasm, a particular skill, or their experience in a specific area], we are looking for a candidate with [mention a general area of improvement without being overly specific, e.g., more experience in project management, deeper knowledge of a particular technology, or a different approach to problem-solving].

We understand that this may be disappointing news, and we encourage you to continue pursuing opportunities that match your skills and career goals. We wish you the best of luck in your job search.

We will keep your resume on file for future openings that may be a good fit. Feel free to follow our careers page [link to careers page] for updates.

Sincerely,

The [Company Name] Team

Rejection Email Template: Cultural Fit Concerns

Subject: Thank You for Your Time

Hi [Candidate's Name],

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

After careful consideration, we have decided to move forward with another candidate who we feel is a better fit for our current team dynamics and company culture. This decision was not easy, as we were impressed by your skills and accomplishments.

We encourage you to apply for future openings that align more closely with your values and work style. Your talents and experience are commendable, and we are confident you will find a great match for your abilities.

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,

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

Rejection Email Template: Overqualified Candidate

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've decided to move forward with other candidates whose qualifications and experience more closely align with the specific requirements of this role. In your case, while your background is impressive, we believe you are overqualified for this particular position. We worry that the role wouldn't offer you the challenges and growth opportunities you deserve in the long term.

This decision is not a reflection of your skills or potential. We were genuinely impressed with [mention something specific you liked about the candidate - e.g., their experience in X, their passion for Y, or a specific skill they demonstrated].

We will keep your resume on file and consider you for future opportunities that may be a better fit for your extensive experience.

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

Sincerely,