

Company / Organization Letterhead

Employment / Job Rejection Letter

Date: _____

Dear (Name of Applicant)

Thank you for submitting your job application/Resume for the _____ position with _____. The volume of applications makes for an extremely competitive selection process. After careful consideration, we regret to inform you that we have decided to move forward with other candidates at this time.

We thank you again for your interest in exploring a career at _____.

Sincerely,

Human Resources
Name of Company