

Advanced Applicant Rejection Letter Template

Hi <Candidate Name>,

Thank you for taking the time to apply for the position of <Position Title> at <Company Name>.

Unfortunately, you were not selected to move forward in the hiring process. We are reviewing other candidates who more closely align with our job requirements and needed skills.

We will keep your resume on file should we have a role open in the future that more closely matches your skills and experience.

Sincerely,
<HR Representative Name>
<Position>
<Company Name>

Note: Feel free to subscribe to our careers page at <career website> to stay updated on future opportunities.