

Advanced Job Rejection Letter Template (Post-Interview)

Hi <Candidate Name>,

Thank you for taking the time to speak to me and interview for the position of **<Position Title>** at **<Company Name>**.

After careful consideration, we regret to inform you that we have decided to move forward with another candidate whose background and qualifications more closely match our current requirements. This was a difficult decision, as we were impressed with your **<specific positive attribute, e.g. technical knowledge, etc.>**.

We received applications from many qualified candidates, and our selection process was highly competitive. While we cannot offer you the position at this time, we would welcome your application for future roles that align with your skills and experience. Please feel free to apply again in the future, as our organization continues to grow.

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,
<Hiring Manager Name>
<Position>
<Company Name>