

APPENDIX N. REJECTION LETTER EXAMPLES

A letter to an applicant who is not being selected for an interview might look like this:

Dear MR. / MRS. LAST NAME,

Thank you for applying for the (position applied for) position at (Organization Name). This letter is to inform you that you have not been selected for the position. We have selected other candidates who more closely meet the requirements of our opening.

We wish you success with your job search and in the future. Thank you for your interest in our organization.

Regards,

A letter to an unsuccessful candidate who was interviewed might look like this:

Dear MR. / MRS. LAST NAME,

Thank you for your time to interview with us for the (position applied for) position at (Organization Name). This letter is to inform you that you have not been selected for the position. We have selected another candidate who more closely meets the requirements of our opening.

We wish you success with your job search and in the future. Thank you for your interest in our organization.

Regards,