

Employment / Job Rejection Letter

Date: _____

Dear _____,

Thank you for submitting your job application 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