

REJECTION FOLLOW-UP LETTER or “PLEASE KEEP ME IN MIND”

Frequently, an employee will appreciate your skills but hire another candidate. You might not want to write off the employer because future positions may become available. If you think you would be interested in working for the employer in a different position, indicate your continued interest and request that the employer keep you in mind for future openings.

SAMPLE

Month, Day, Year
Your Street Address
City, State, Zip

Mr. Percy Nell
Human Resources Manager
Most Desirable Organization
1500 Shangri La
Anytown, IN 88888

Dear Mr. Nell:

Thank you for giving me the opportunity to interview for the Management Trainee position with Most Desirable Organization. I very much appreciate your consideration and interest.

Though I am disappointed by not being selected for the position, please know that I am grateful for the courtesy and professionalism you showed me during the entire selection process. I enjoyed meeting you and other members of the management staff, and these meetings confirmed my impression that Most Desirable Organization would be an excellent place to work and build a career.

I would like to reiterate my strong interest in working for Most Desirable Organization. Please keep me in mind if another position becomes available in the near future.

Again, many thanks for the opportunity to interview, and best wishes to you and your staff.

Sincerely,

(write your name here)

(type your name here)