



<<_CompanyName_>>

<<_Address1_>>

<<_Address2_>>

<<_City_>>, <<_StateProv_>> <<_PostalCode_>>

<<_Website_>>

SAMPLE REJECTION LETTER AFTER INTERVIEW

[APPLICANTS NAME]

[APPLICANTS ADDRESS]

Dear [APPLICANT],

Thank you for your recent application and interview regarding the position with [COMPANY]. We certainly appreciate your interest in our firm.

I want to inform you that we have offered the position to another applicant whom we think best meets our needs for the position. It was a difficult decision because a number of applicants, including you, were strong candidates. We would like to keep your application on file for a period of 120 days in the event another position for which you are qualified becomes vacant. If that occurs, we will give your application strong consideration. If your address changes within that period of time, we encourage you to inform us of your new address.

Again, we thank you for your interest in [COMPANY] and interviewing with us. We wish you continued success in your career endeavors.

Sincerely,

[NAME]

Personnel Director

[COMPANY]