

SAMPLE REJECTION LETTER

Date

Name
Address
City, State, ZIP

Dear Ms/Mr (name):

Thank you for your interest in the (POSITION TITLE) position. We enjoyed meeting you.

Selecting a final candidate was difficult. However, we have selected another candidate who is well qualified and best meets our current needs. Our choice in no way reflects upon your excellent skills and abilities.

We sincerely wish you the best in your job search and appreciate your continued interest in employment at Western.

Sincerely,