**Rejection letter template**

**Subject:** [Company name] - [Job title]

Dear [Candidate name],

Thank you for applying for our open [job] position. We appreciate the time you took to [submit an application or come in for an interview].

We have decided to move forward with other candidates at this time. Specifically, we're looking for a candidate with [specific qualification]. However, your [one or two qualities] are impressive. [You can include a second sentence that describes another quality that you liked.]

We would like to consider you for future opportunities if you're interested. We also encourage you to apply for any open positions that fit your qualifications.

Thank you again for your time, and best of luck in your future endeavors.

[Your name]  
[Job title]  
[Company]