To,

Noelle Walt

House Number 32, Main Snow Street

Sky Buildings

Buckingham

UK

7th January 20XX

**Subject:** Job interview rejection letter

Dear Mr. Walt,

I am writing this letter on behalf of the HR team of Glow Enterprises Limited. This is in reference to your interview that was conducted on 3rd January 20XX, for the position of a financial assistant. We would like to thank you for your interest in our company. You were interviewed by Mr. Troy Wills, HOD finance department. Through this letter, we regret to inform you that you have been rejected in the final rounds of the interview and your candidacy for the post of a financial assistant has been cancelled.

According to the decisions of board of directors and management, you did not satisfy the expectations of the company. There are several other candidates whose background, qualifications and finance skills closely matches to our needs. However, we take this opportunity to appreciate your willingness and interest to seek employment at our organization.

We encourage you to apply for future openings, available at our company. If you have any queries regarding your interview rejection, you may contact on 3949394 or send us an email.

Thanking you.

**Sincerely,**

Leonardo Fred

Manager

HR Department