Template Applicant Rejection Emails

# Template #1

Subject: Thank you for your interest

Dear ,

We appreciate your interest in and the position of for which you applied. After reviewing the applications received by the deadline, yours was not selected for further consideration.

The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions in our company, for which you qualify, in the future.

We wish you every personal and professional success with your job search and in the future. Thank you, again, for your interest in our organization.

Regards,

# Template #2

Subject: Thank you for your interest

Dear ,

We appreciate that you took the time to apply for the position of with . We received applications from many people. After reviewing all submitted materials, you are not among the individuals we will be interviewing.

We appreciate that you are interested in our organization. Please do apply again in the future should you see a job posting for which you qualify.

Again, thank you for applying. We wish you all the best.

Regards,