

# Employment / Job Rejection Letter

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for submitting your job application for the \_\_\_\_\_ position with \_\_\_\_\_. The volume of applications makes for an extremely competitive selection process. After careful consideration, we regret to inform you that we have decided to move forward with other candidates at this time.

We thank you again for your interest in exploring a career at \_\_\_\_\_.

Sincerely: \_\_\_\_\_

Human Resources

