

## Applicant rejection letter sample

Hi *[first name]*,

Thank you for your interest in joining the *[company name]* team. We wanted to let you know that although your resume and cover letter were very competitive, our hiring team reviewed your application and did not select it for further consideration.

We will, however, keep your resume on record and get in touch with you about future opportunities that may be a better fit for your skills and experience.

We wish you all the best in your job search and hope we will have the chance to consider you for another role in the future.

Regards,

*[Sender Name]*

- For a more formal rejection letter, see our [sample job rejection letter template](#) or our [job application rejection email template](#).
- Tutorial: [How to reject candidates without burning bridges](#)