

Resume Rejection Letter

< Date>

<Name of Applicant>

<Street Address>

<Suburb, State, Postcode>

Dear <First Name of Applicant>,

I would like to thank you for applying for the position of <Job Title>.

Due to the high calibre of applicants and the specific requirements of the position, you have been unsuccessful at this time. This decision, however, does not reflect on your ability and we encourage you to apply for a position with this company in the future.

The company would like to file your resume for future reference in case a similar position becomes available, so we can contact you.

On behalf of the company I would like to thank you for your time.

Yours sincerely,

<Employer/Employee Name>