**EMPLOYMENT REJECTION LETTER**

Date: [MM/DD/YYYY]

Dear [APPLICANT NAME],

We thank you for your interest in the [POSITION ] position with [COMPANY NAME]. We have concluded our search for the position. There were several strong candidates who applied for a competitive position. After much 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 with us.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[HIRING MANAGER NAME/TITLE]