

rejection letter – after interview

[Enter employee name and address]

[Enter date]

Dear [Enter Employee name],

May I thank you for your interest shown in [Enter Company Name] and for taking the time to attend your recent interview, it was great to meet you. On this occasion we are unable to offer you the role.

At [Enter Company Name] we recognise how daunting it can be to attend an interview with great hopes of becoming one of the team, then to find that one is not accepted. It is in no way a reflection of your capabilities.

However, I would like to take this opportunity to encourage you to not be disheartened. Determination and strength of mind along with the right opportunities, will undoubtedly lead to every success.

Please accept my congratulations for your excellent interview and I wish you every success in the future.

Best regards,

[Enter Manager Name and Position]

