**Compassionate job candidate rejection email templates**

**Rejection emails for candidates who don’t land an interview**

*Dear [applicant name],*

*Thank you for applying for [position name] at [company name]. Unfortunately, we have decided not to move forward with your application at this time.*

For the specifics, you can choose from the options below, or create your own:

*While we were impressed with your [positive skill/s], for this role, we need [skills the applicant doesn’t have].*

*While we were impressed with your [positive skill/s], we are in advanced stages with a number of candidates and have therefore closed the application process to new applicants.*

*Unfortunately, your application did not include [requested materials].*

To close out, we recommend thanking the applicant again and inviting them to re-apply in the future if they see an appropriate role.

*Thank you again for your application, and we hope to hear from you in the future if you choose to apply for another position.*

*Best,*

*[Company name]*

**Rejection emails for candidates who are in the interview process**

*Use a common structure for each rejection email, so you don’t have to reinvent something from scratch each time:*

* *Thank the applicant for taking the time to speak with you (remember, she spent time preparing for your call, however brief or ‘standard’ it may be on your part).*
* *Be clear that she’s no longer being considered for the position, so there’s no doubt or confusion.*
* *Be as specific as possible, referring to her background and experience, as to why you’re declining (“we’re looking for someone with more front end programming…or management and supervisory…or government selling experience”). Be clear about what your company needs are and where she didn’t meet those.*
* *Include a positive if you can that came up during the conversation (“your portfolio was quite impressive” or “you clearly have a strong grasp of social media marketing”).*
* *If you liked the candidate and could be interested in her for a different role in the future, ask if it’s ok to reach out when appropriate (avoid the “we’ll keep it on file” boilerplate which comes off as useless as best). Demonstrating such interest shows it really was a position-specific fit issue and keeps the goodwill existing towards the company—ideal for when you do have the right position for the candidate in the future.*

*Dear [name],*

*We all greatly appreciate the time you’ve spent over the last few [days/weeks] talking to us about [position]. However, after measuring your skills and experience with what we need for this position, we have decided to move forward with other candidates.*

*The team and I thought you were particularly strong in [positive skills and traits shown]. For this role, however, we need someone with [skills the candidate doesn’t have].*

*Should a similar position open up where your background could be a better fit for our needs, I’d like to be able to reach out in the future if that’s okay with you.*

*Thanks again for your interest,*

*[Recruiter name]*

**Rejection email template for candidates at the end of the interview process**

*Dear [candidate name],*

*As we discussed over the phone, we have decided to continue with other candidates. It’s important for me to say, however, that we were very impressed with your work and experience.*

*It was a pleasure to get to know you and, if it’s okay with you, we would like to stay in touch regarding future openings that may be a good fit.*

*Thank you again for your time, and we hope you put the attached gift card to good use!*

*Best,*

*[Recruiter/hiring manager name]*